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EQUAL EMPLOYMENT OPPORTUNITY PLAN

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UNIVERSITY OF CALIFORNIA



CITY COUNCIL

Mayor: H. Hoyt, Mayor
Council: H. Hoyt, Mayor
Council: H. Hoyt, Mayor
Council: H. Hoyt, Mayor
Council: H. Hoyt, Mayor

CITY OF ORANGE

CITY MANAGER

William W. Miller

EQUAL EMPLOYMENT OPPORTUNITY PLAN

Mayor: H. Hoyt, Mayor
Council: H. Hoyt, Mayor
Council: H. Hoyt, Mayor
Council: H. Hoyt, Mayor
Council: H. Hoyt, Mayor

STAFF TASK FORCE

Charles Hill
John McCallough
Bud Gilman
Gene Winchell
Joel Wright
John Brown

JANUARY 18, 1977

Orange, City manager.

MINOR GROUPS

John Brown
John Brown
John Brown
John Brown

Minor groups Employ Orange

STAFF TASK FORCE

John Brown
John Brown
John Brown
John Brown
John Brown

John Brown
John Brown
John Brown
John Brown
John Brown

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CITY OF ORANGE

EQUAL EMPLOYMENT OPPORTUNITY PLAN

JANUARY 16, 1977

Orange, California

1000 North Main Street

CITY OF ORANGE

EQUAL EMPLOYMENT OPPORTUNITY PLAN

CITY COUNCIL

Robert D. Hoyt, Mayor
Don E. Smith, Mayor pro tem
Jess F. Perez, Councilman
James H. Beam, Councilman
Fred L. Barrera, Councilman

CITY MANAGER

Gifford W. Miller

AFFIRMATIVE ACTION MONITORING AND REVIEW COMMITTEE

Marge Reed
Jim Salazar
Hugh Davenport
Lloyd Chandler

Kathy Hyland
Manny Ortega
Hazel Ho

STAFF EEO TASK FORCE

Charley Bill
John McCullough
Bud Gillen
Gene Minshew
Joel Wright
Jerry Graves

Robin Leiter
Polly Jorris
Darrell Verburg
Linda Dick
John French

CLERICAL SUPPORT

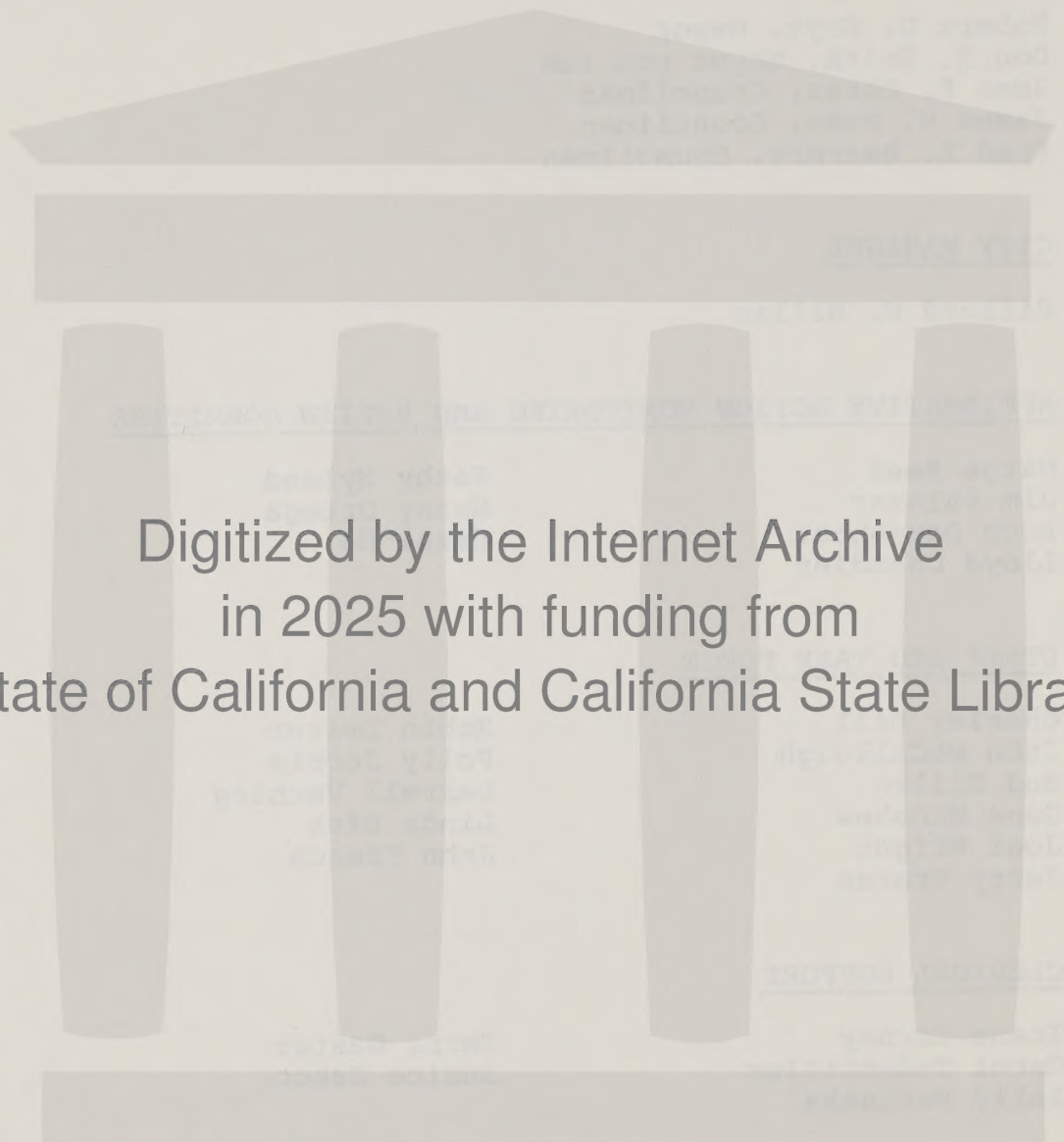
Irene Carney
Carol Tefertiller
Sally Hatasaka

Terri Gaster
Eunice Eshoo

PARTICIPATING INTERNS

Les Arehart
Ralph Estrada
Lisa Fearn
Bill Geyer
Mary Lea Lopes

Kevin McCray
Sandra Stephens
Jake Wager
Orani Yaonetrahom



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CITY OF ORANGE
EQUAL EMPLOYMENT OPPORTUNITY PLAN

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DATE	DESCRIPTION	AMOUNT	BALANCE
1-1-77	OPENING BALANCE	100.00	100.00
1-15-77	PAYROLL	15.00	85.00
1-30-77	PAYROLL	15.00	70.00
2-15-77	PAYROLL	15.00	55.00
3-1-77	PAYROLL	15.00	40.00
3-15-77	PAYROLL	15.00	25.00
3-30-77	PAYROLL	15.00	10.00
4-1-77	PAYROLL	15.00	(5.00)
4-15-77	PAYROLL	15.00	(20.00)
4-30-77	PAYROLL	15.00	(35.00)
5-1-77	PAYROLL	15.00	(50.00)
5-15-77	PAYROLL	15.00	(65.00)
5-30-77	PAYROLL	15.00	(80.00)
6-1-77	PAYROLL	15.00	(95.00)
6-15-77	PAYROLL	15.00	(110.00)
6-30-77	PAYROLL	15.00	(125.00)
7-1-77	PAYROLL	15.00	(140.00)
7-15-77	PAYROLL	15.00	(155.00)
7-30-77	PAYROLL	15.00	(170.00)
8-1-77	PAYROLL	15.00	(185.00)
8-15-77	PAYROLL	15.00	(200.00)
8-30-77	PAYROLL	15.00	(215.00)
9-1-77	PAYROLL	15.00	(230.00)
9-15-77	PAYROLL	15.00	(245.00)
9-30-77	PAYROLL	15.00	(260.00)
10-1-77	PAYROLL	15.00	(275.00)
10-15-77	PAYROLL	15.00	(290.00)
10-30-77	PAYROLL	15.00	(305.00)
11-1-77	PAYROLL	15.00	(320.00)
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12-1-77	PAYROLL	15.00	(365.00)
12-15-77	PAYROLL	15.00	(380.00)
12-30-77	PAYROLL	15.00	(395.00)
1-1-78	PAYROLL	15.00	(410.00)
1-15-78	PAYROLL	15.00	(425.00)
1-30-78	PAYROLL	15.00	(440.00)
2-1-78	PAYROLL	15.00	(455.00)
2-15-78	PAYROLL	15.00	(470.00)
2-28-78	PAYROLL	15.00	(485.00)
3-1-78	PAYROLL	15.00	(500.00)
3-15-78	PAYROLL	15.00	(515.00)
3-30-78	PAYROLL	15.00	(530.00)
4-1-78	PAYROLL	15.00	(545.00)
4-15-78	PAYROLL	15.00	(560.00)
4-30-78	PAYROLL	15.00	(575.00)
5-1-78	PAYROLL	15.00	(590.00)
5-15-78	PAYROLL	15.00	(605.00)
5-30-78	PAYROLL	15.00	(620.00)
6-1-78	PAYROLL	15.00	(635.00)
6-15-78	PAYROLL	15.00	(650.00)
6-30-78	PAYROLL	15.00	(665.00)
7-1-78	PAYROLL	15.00	(680.00)
7-15-78	PAYROLL	15.00	(695.00)
7-30-78	PAYROLL	15.00	(710.00)
8-1-78	PAYROLL	15.00	(725.00)
8-15-78	PAYROLL	15.00	(740.00)
8-30-78	PAYROLL	15.00	(755.00)
9-1-78	PAYROLL	15.00	(770.00)
9-15-78	PAYROLL	15.00	(785.00)
9-30-78	PAYROLL	15.00	(800.00)
10-1-78	PAYROLL	15.00	(815.00)
10-15-78	PAYROLL	15.00	(830.00)
10-30-78	PAYROLL	15.00	(845.00)
11-1-78	PAYROLL	15.00	(860.00)
11-15-78	PAYROLL	15.00	(875.00)
11-30-78	PAYROLL	15.00	(890.00)
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12-15-78	PAYROLL	15.00	(920.00)
12-30-78	PAYROLL	15.00	(935.00)
1-1-79	PAYROLL	15.00	(950.00)
1-15-79	PAYROLL	15.00	(965.00)
1-30-79	PAYROLL	15.00	(980.00)
2-1-79	PAYROLL	15.00	(995.00)
2-15-79	PAYROLL	15.00	(1010.00)
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3-1-79	PAYROLL	15.00	(1040.00)
3-15-79	PAYROLL	15.00	(1055.00)
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4-15-79	PAYROLL	15.00	(1100.00)
4-30-79	PAYROLL	15.00	(1115.00)
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9-15-79	PAYROLL	15.00	(1325.00)
9-30-79	PAYROLL	15.00	(1340.00)
10-1-79	PAYROLL	15.00	(1355.00)
10-15-79	PAYROLL	15.00	(1370.00)
10-30-79	PAYROLL	15.00	(1385.00)
11-1-79	PAYROLL	15.00	(1400.00)
11-15-79	PAYROLL	15.00	(1415.00)
11-30-79	PAYROLL	15.00	(1430.00)
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12-15-79	PAYROLL	15.00	(1460.00)
12-30-79	PAYROLL	15.00	(1475.00)
1-1-80	PAYROLL	15.00	(1490.00)
1-15-80	PAYROLL	15.00	(1505.00)
1-30-80	PAYROLL	15.00	(1520.00)
2-1-80	PAYROLL	15.00	(1535.00)
2-15-80	PAYROLL	15.00	(1550.00)
2-28-80	PAYROLL	15.00	(1565.00)
3-1-80	PAYROLL	15.00	(1580.00)
3-15-80	PAYROLL	15.00	(1595.00)
3-30-80	PAYROLL	15.00	(1610.00)
4-1-80	PAYROLL	15.00	(1625.00)
4-15-80	PAYROLL	15.00	(1640.00)
4-30-80	PAYROLL	15.00	(1655.00)
5-1-80	PAYROLL	15.00	(1670.00)
5-15-80	PAYROLL	15.00	(1685.00)
5-30-80	PAYROLL	15.00	(1700.00)
6-1-80	PAYROLL	15.00	(1715.00)
6-15-80	PAYROLL	15.00	(1730.00)
6-30-80	PAYROLL	15.00	(1745.00)
7-1-80	PAYROLL	15.00	(1760.00)
7-15-80	PAYROLL	15.00	(1775.00)
7-30-80	PAYROLL	15.00	(1790.00)
8-1-80	PAYROLL	15.00	(1805.00)
8-15-80	PAYROLL	15.00	(1820.00)
8-30-80	PAYROLL	15.00	(1835.00)
9-1-80	PAYROLL	15.00	(1850.00)
9-15-80	PAYROLL	15.00	(1865.00)
9-30-80	PAYROLL	15.00	(1880.00)
10-1-80	PAYROLL	15.00	(1895.00)
10-15-80	PAYROLL	15.00	(1910.00)
10-30-80	PAYROLL	15.00	(1925.00)
11-1-80	PAYROLL	15.00	(1940.00)
11-15-80	PAYROLL	15.00	(1955.00)
11-30-80	PAYROLL	15.00	(1970.00)
12-1-80	PAYROLL	15.00	(1985.00)
12-15-80	PAYROLL	15.00	(2000.00)
12-30-80	PAYROLL	15.00	(2015.00)
1-1-81	PAYROLL	15.00	(2030.00)
1-15-81	PAYROLL	15.00	(2045.00)
1-30-81	PAYROLL	15.00	(2060.00)
2-1-81	PAYROLL	15.00	(2075.00)
2-15-81	PAYROLL	15.00	(2090.00)
2-28-81	PAYROLL	15.00	(2105.00)
3-1-81	PAYROLL	15.00	(2120.00)
3-15-81	PAYROLL	15.00	(2135.00)
3-30-81	PAYROLL	15.00	(2150.00)
4-1-81	PAYROLL	15.00	(2165.00)
4-15-81	PAYROLL	15.00	(2180.00)
4-30-81	PAYROLL	15.00	(2195.00)
5-1-81	PAYROLL	15.00	(2210.00)
5-15-81	PAYROLL	15.00	(2225.00)
5-30-81	PAYROLL	15.00	(2240.00)
6-1-81	PAYROLL	15.00	(2255.00)
6-15-81	PAYROLL	15.00	(2270.00)
6-30-81	PAYROLL	15.00	(2285.00)
7-1-81	PAYROLL	15.00	(2300.00)
7-15-81	PAYROLL	15.00	(2315.00)
7-30-81	PAYROLL	15.00	(2330.00)
8-1-81	PAYROLL	15.00	(2345.00)
8-15-81	PAYROLL	15.00	(2360.00)
8-30-81	PAYROLL	15.00	(2375.00)
9-1-81	PAYROLL	15.00	(2390.00)
9-15-81	PAYROLL	15.00	(2405.00)
9-30-81	PAYROLL	15.00	(2420.00)
10-1-81	PAYROLL	15.00	(2435.00)
10-15-81	PAYROLL	15.00	(2450.00)
10-30-81	PAYROLL	15.00	(2465.00)
11-1-81	PAYROLL	15.00	(2480.00)
11-15-81	PAYROLL	15.00	(2495.00)
11-30-81	PAYROLL	15.00	(2510.00)
12-1-81	PAYROLL	15.00	(2525.00)
12-15-81	PAYROLL	15.00	(2540.00)
12-30-81	PAYROLL	15.00	(2555.00)
1-1-82	PAYROLL	15.00	(2570.00)
1-15-82	PAYROLL	15.00	(2585.00)
1-30-82	PAYROLL	15.00	(2600.00)
2-1-82	PAYROLL	15.00	(2615.00)
2-15-82	PAYROLL	15.00	(2630.00)
2-28-82	PAYROLL	15.00	(2645.00)
3-1-82	PAYROLL	15.00	(2660.00)
3-15-82	PAYROLL	15.00	(2675.00)
3-30-82	PAYROLL	15.00	(2690.00)
4-1-82	PAYROLL	15.00	(2705.00)
4-15-82	PAYROLL	15.00	(2720.00)
4-30-82	PAYROLL	15.00	(2735.00)
5-1-82	PAYROLL	15.00	(2750.00)
5-15-82	PAYROLL	15.00	(2765.00)
5-30-82	PAYROLL	15.00	(2780.00)
6-1-82	PAYROLL	15.00	(2795.00)
6-15-82	PAYROLL	15.00	(2810.00)
6-30-82	PAYROLL	15.00	(2825.00)
7-1-82	PAYROLL	15.00	(2840.00)
7-15-82	PAYROLL	15.00	(2855.00)
7-30-82	PAYROLL	15.00	(2870.00)
8-1-82	PAYROLL	15.00	(2885.00)
8-15-82	PAYROLL	15.00	(2900.00)
8-30-82	PAYROLL	15.00	(2915.00)
9-1-82	PAYROLL	15.00	(2930.00)
9-15-82	PAYROLL	15.00	(2945.00)
9-30-82	PAYROLL	15.00	(2960.00)
10-1-82	PAYROLL	15.00	(2975.00)
10-15-82	PAYROLL	15.00	(2990.00)
10-30-82	PAYROLL	15.00	(3005.00)
11-1-82	PAYROLL	15.00	(3020.00)
11-15-82	PAYROLL	15.00	(3035.00)
11-30-82	PAYROLL	15.00	(3050.00)
12-1-82	PAYROLL	15.00	(3065.00)
12-15-82	PAYROLL	15.00	(3080.00)
12-30-82	PAYROLL	15.00	(3095.00)
1-1-83	PAYROLL	15.00	(3110.00)
1-15-83	PAYROLL	15.00	(3125.00)
1-30-83	PAYROLL	15.00	(3140.00)
2-1-83	PAYROLL	15.00	(3155.00)
2-15-83	PAYROLL	15.00	(3170.00)
2-28-83	PAYROLL	15.00	(3185.00)
3-1-83	PAYROLL	15.00	(3200.00)
3-15-83	PAYROLL	15.00	(3215.00)
3-30-83	PAYROLL	15.00	(3230.00)
4-1-83	PAYROLL	15.00	(3245.00)
4-15-83	PAYROLL	15.00	(3260.00)
4-30-83	PAYROLL	15.00	(3275.00)
5-1-83	PAYROLL	15.00	(3290.00)
5-15-83	PAYROLL	15.00	(3305.00)
5-30-83	PAYROLL	15.00	(3320.00)
6-1-83	PAYROLL	15.00	(3335.00)
6-15-83	PAYROLL	15.00	(3350.00)
6-30-83	PAYROLL	15.00	(3365.00)
7-1-83	PAYROLL	15.00	(3380.00)
7-15-83	PAYROLL	15.00	(3395.00)
7-30-83	PAYROLL	15.00	(3410.00)
8-1-83	PAYROLL	15.00	(3425.00)
8-15-83	PAYROLL	15.00	(3440.00)
8-30-83	PAYROLL	15.00	(3455.00)
9-1-83	PAYROLL	15.00	(3470.00)
9-15-83	PAYROLL	15.00	(3485.00)
9-30-83	PAYROLL	15.00	(3500.00)
10-1-83	PAYROLL	15.00	(3515.00)
10-15-83	PAYROLL	15.00	(3530.00)
10-30-83	PAYROLL	15.00	(3545.00)
11-1-83	PAYROLL	15.00	(3560.00)
11-15-83	PAYROLL	15.00	(3575.00)
11-30-83	PAYROLL	15.00	(3590.00)
12-1-83	PAYROLL	15.00	(3605.00)
12-15-83	PAYROLL	15.00	(3620.00)
12-30-83	PAYROLL	15.00	(3635.00)
1-1-84	PAYROLL	15.00	(3650.00)
1-15-84	PAYROLL	15.00	(3665.00)
1-30-84	PAYROLL	15.00	(3680.00)
2-1-84	PAYROLL	15.00	(3695.00)
2-15-84	PAYROLL	15.00	(3710.00)
2-28-84	PAYROLL	15.00	(3725.00)
3-1-84	PAYROLL	15.00	(3740.00)
3-15-84	PAYROLL	15.00	(3755.00)
3-30-84	PAYROLL	15.00	(3770.00)
4-1-84	PAYROLL	15.00	(3785.00)
4-15-84	PAYROLL	15.00	(3800.00)
4-30-84	PAYROLL	15.00	(3815.00)
5-1-84	PAYROLL	15.00	(3830.00)
5-15-84	PAYROLL	15.00	(3845.00)
5-30-84	PAYROLL	15	

<u>SECTION</u>	<u>SUBJECT</u>	<u>PAGE</u>	<u>DATE</u>
G	Designation of EEOC Job Categories for City of Orange Classifications		
	Accountant--Business Services Coordinator	11-G-1	1-18-77
	Business Services Inspector-- Construction Inspector and Soil Technician, Sr.	11-G-2	1-18-77
	Contract Service Officer--Fire Battalion Chief	11-G-3	1-18-77
	Fire Cadet--Librarian III	11-G-4	1-18-77
	Library Assistant--Park Guard	11-G-5	1-18-77
	Park Maintenance Worker I--Police Lieutenant	11-G-6	1-18-77
	Police Officer I--Recreation Specialist	11-G-7	1-18-77
	Recreation Superintendent-- Surveyor III	11-G-8	1-18-77
	Sweeper Operator I--Youth Services Coordinator, Assistant (CETA)	11-G-9	1-18-77
H	Bid Instructions and Conditions for Affirmative Action	11-H-1	1-18-77
	(Continued)	11-H-2	1-18-77

DATE	TIME	LOCATION	REMARKS
1-10-77	11-00	...	...
1-11-77	11-00	...	...
1-12-77	11-00	...	...
1-13-77	11-00	...	...
1-14-77	11-00	...	...
1-15-77	11-00	...	...
1-16-77	11-00	...	...
1-17-77	11-00	...	...
1-18-77	11-00	...	...
1-19-77	11-00	...	...
1-20-77	11-00	...	...
1-21-77	11-00	...	...
1-22-77	11-00	...	...
1-23-77	11-00	...	...
1-24-77	11-00	...	...
1-25-77	11-00	...	...
1-26-77	11-00	...	...
1-27-77	11-00	...	...
1-28-77	11-00	...	...
1-29-77	11-00	...	...
1-30-77	11-00	...	...

CITY MANAGER'S EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

It is the policy of the City of Orange to provide equal employment opportunity for all persons regardless of race, religion, creed, color, sex, national origin, age, ancestry, marital status, *medical condition or *physical handicap (*as defined in the Fair Employment Practices Act).

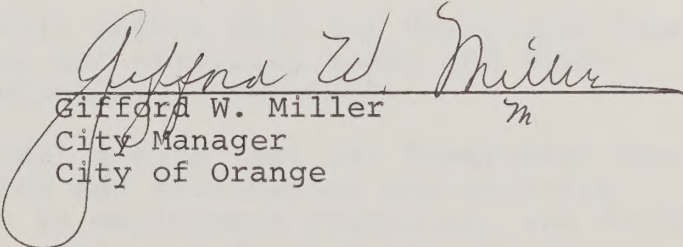
The City Council has adopted Resolution No. 4487 which contains a revised and updated EEO Policy Statement designed to conform with all applicable Federal and State laws, Equal Employment Opportunity Commission "Guidelines" and the California Fair Employment Practices Commission Guidelines.

The City is also committed to the ongoing development, improvement, and implementation of job-related employment practices and procedures, including, but not necessarily limited to:

Recruiting	Compensation
Hiring	Benefits
Transfer	Layoff
Promotion	Termination
Training	

This Resolution directs the City Manager to establish and implement an EEO Program. This Program is outlined in the City's Equal Employment Opportunity Plan. A summary of the Plan may be obtained by anyone from the Personnel Division. The responsibility for the administration of the Program is delegated to the Director of Management Services, hereby designated the EEO Program Director.

All employees are responsible for good faith efforts in the application of the City's EEO Policy and the implementation of the EEO Plan.


Gifford W. Miller
City Manager
City of Orange

THE BOARD OF SUPERVISORS' REPORT ON THE CITY'S FINANCIAL CONDITION

It is the duty of the City of Los Angeles to provide for the health, safety and general welfare of its citizens. To this end, the Board of Supervisors has the honor to submit herewith its report on the City's financial condition for the year ending June 30, 1934.

The Board of Supervisors has the honor to report that the City's financial condition for the year ending June 30, 1934, was satisfactory. The City's income for the year was \$1,000,000, and its expenditures were \$950,000. The City's surplus for the year was \$50,000.

The Board of Supervisors has the honor to report that the City's financial condition for the year ending June 30, 1934, was satisfactory. The City's income for the year was \$1,000,000, and its expenditures were \$950,000. The City's surplus for the year was \$50,000.

Income	Expenses
Property	General
License	Police
Interest	Fire
Dividend	Sanitation
Gift	Public Works
Other	Other

The Board of Supervisors has the honor to report that the City's financial condition for the year ending June 30, 1934, was satisfactory. The City's income for the year was \$1,000,000, and its expenditures were \$950,000. The City's surplus for the year was \$50,000.

The Board of Supervisors has the honor to report that the City's financial condition for the year ending June 30, 1934, was satisfactory. The City's income for the year was \$1,000,000, and its expenditures were \$950,000. The City's surplus for the year was \$50,000.

James E. Smith
Mayor of Los Angeles
City of Los Angeles

RESOLUTION NO. 4487

A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF ORANGE ADOPTING A REVISED EQUAL EMPLOYMENT
OPPORTUNITY POLICY.

WHEREAS, the Equal Employment Opportunity policy statement adopted July 17, 1973, by the City Council and embodied in Resolution No. 3840 is hereby reaffirmed.

WHEREAS, the City Council resolved in Resolution No. 3840 to provide equal employment opportunity for all persons regardless of race, creed, national origin, color, religion, age, physical or cultural handicaps and whether such persons are male or female.

WHEREAS, this Resolution adopts a revised and updated Equal Employment Opportunity Policy statement which embodies the good faith effort and intent of Resolution No. 3840 and is intended to comply with all applicable Federal and State Laws, Equal Employment Opportunity Commission "Guidelines" and the California Fair Employment Practices Commission Guidelines.

WHEREAS, the City Manager recommends that the City Council adopt this revised and updated Equal Employment Opportunity Policy.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The City Council has resolved to provide equal employment opportunity for all persons regardless of race, religion, creed, color, sex, national origin, ancestry, age, marital status, *medical condition, or *physical handicap (*as defined in the Fair Employment Practices Act).
2. The City Manager will ensure the implementation of the Program as described in this Resolution.
 - 2.1 The City Manager shall ensure that all Department Heads assist in developing and attaining goals and time-tables for their respective Department.
 - 2.2 The City Manager shall ensure that all Department Heads assist in identifying and eliminating any existing artificial barriers in employment practices, and develop programs to achieve goals and further the objectives of the City's EEO Program.

RECOMMENDATION

A resolution of the City Council is recommended to the Mayor for his signature and the City Clerk for filing.

Further, the Board of Directors is recommended to be authorized to execute any and all documents and contracts in connection with the above.

It is recommended that the City Council be authorized to execute any and all documents and contracts in connection with the above.

It is recommended that the City Council be authorized to execute any and all documents and contracts in connection with the above.

It is recommended that the City Council be authorized to execute any and all documents and contracts in connection with the above.

RESOLUTION

1. The City Council is authorized to execute any and all documents and contracts in connection with the above.

2. The City Council is authorized to execute any and all documents and contracts in connection with the above.

3. The City Council is authorized to execute any and all documents and contracts in connection with the above.

4. The City Council is authorized to execute any and all documents and contracts in connection with the above.

- 2.3 The City Manager shall create and staff a revised Equal Employment Opportunity Program Monitoring and Review Committee, with membership including minorities and females from various job levels, Departments, and the community. The City Manager, or his representative, will serve as chairman of this committee.
- 2.4 The committee members shall meet, at least quarterly, with the City Manager, or his representative, and the Director, to review the City's progress towards the attainment of goals, time-tables, and related personnel policies and procedures.
- 2.5 The City Manager shall be responsible for the submission of a quarterly report to the City Council setting forth the City's progress toward the attainment of goals, timetables and related personnel policies and procedures as established by the City's Equal Employment Opportunity Program Monitoring and Review Committee.
3. The City Manager, or his representative, shall establish, coordinate, and monitor the City's Equal Employment Opportunity Program to ensure equal employment opportunity to all applicants and employees.
4. The City Manager shall monitor the timely implementation of the Equal Employment Opportunity Program including:
 - 4.1 Ongoing development and implementation of programs designed to overcome the under-utilization of minorities and females.
 - 4.2 Ongoing development and implementation of programs designed to provide opportunities for employees to advance in relation to the present and projected human resource needs of the City.
 - 4.3 Ongoing development and attainment of goals and time-tables (short and long-range expectations for hiring minorities and females).
 - 4.4 Ongoing development, improvement, and implementation of job-related employment practices and procedures, including, but not limited to:

Recruiting	Compensation
Hiring	Benefits
Transfer	Layoff
Promotion	Termination
Training	

EEOP SECTION 2

5. Each vendor and contractor who submits a bid to the City for labor, equipment, materials, or services of any kind, where such bid is in excess of \$5,000, shall include in such bid a certification of compliance with applicable state and federal Equal Employment Opportunity law, regulations, and orders.
6. The City Attorney is responsible for the dissemination of legal information affecting Equal Employment Opportunity to the City Council, the City Manager, and Department Heads. The City Attorney is responsible to protect and defend the interests of the City in any EEO complaint or litigation, and, where appropriate, services of outside counsel may be obtained.

ADOPTED this 18th day of January, 1977.

S/ROBERT D. HOYT
Mayor of the City of Orange

ATTEST:

CHARLOTTE M. JOHNSTON, CMC
City Clerk of the City of Orange

I hereby certify that the foregoing resolution was duly and regularly adopted by the City Council of the City of Orange at a regular meeting thereof held on the 18th day of January, 1977, by the following vote:

AYES: COUNCILMEN: BARRERA, SMITH, HOYT, PEREZ, BEAM

NOES: COUNCILMEN: NONE

ABSENT: COUNCILMEN: NONE

CHARLOTTE M. JOHNSTON, CMC
City Clerk of the City of Orange

3. DEFINITIONS - GLOSSARY OF TERMS

ABILITY: The present competence to perform a function.

ADVERSE EFFECT/ADVERSE IMPACT: Refers to a total employment process which results in the selection of a statistically significant higher percentage of any racial, ethnic, or sex group within the candidate population being rejected for employment, placement, promotion or retention. See Fair Employment Practices Commission and Equal Employment Opportunity Commission Guidelines for complete definitions.

AFFIRMATIVE ACTION: A planned, assertive, coherent management program to provide for equal employment opportunity.

ANALYSIS OF WORK FORCE: A numerical breakdown of the City's work force by occupational minority and sex groups for analysis and comparison purposes.

ARTIFICIAL BARRIERS: Requirements, procedures, tests, qualifications, or standards for employment that are not related to successful performance on-the-job.

AVAILABILITY OF SKILLS: The analysis of the relevant labor force which considers the total labor supply, and the number of minority group members and women possessing necessary skills and training who are available to work.

BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ): A qualification that is a reasonable business necessity for the normal or continuing operation of the Department or City. (Example: A female for ladies locker room attendant; a male for men's locker room attendant.) Qualifications based upon age, sex, or physical requirements necessary to assure the proper and efficient administration of the City.

CAREER COUNSELING: Counseling designed to assist and guide employees in achieving individual advancement.

CAREER LADDERS: A job position mobility progression chart depicting various job levels and grades that apply to each Department or individual work units.

CONTRACT: Means a purchase order, offer and acceptance, agreement or other arrangement creating an obligation to which the City is a party which would bring one of the parties within the definition of a vendor/contractor.

CONTRACTOR/VENDOR: See Vendor/Contractor.

THE HISTORY OF THE UNITED STATES

CHAPTER I. THE DISCOVERY OF THE COUNTRY.

THE first discovery of the continent of North America was made by Christopher Columbus in 1492. He sailed from Spain on the 3rd of September, and after a voyage of nearly two months, he reached the island of San Salvador on the 12th of October. He then sailed on to other islands, and finally to the mainland of Central America, where he landed on the 28th of November. He then sailed back to Spain, and reported to the King and Queen that he had discovered a new world.

THE second discovery of the continent was made by John Cabot in 1497. He sailed from England on the 3rd of May, and after a voyage of nearly two months, he reached the island of Newfoundland on the 6th of June. He then sailed on to other islands, and finally to the mainland of North America, where he landed on the 24th of June. He then sailed back to England, and reported to the King that he had discovered a new world.

THE third discovery of the continent was made by Amerigo Vesputi in 1498. He sailed from Italy on the 1st of March, and after a voyage of nearly two months, he reached the island of Trinidad on the 1st of April. He then sailed on to other islands, and finally to the mainland of South America, where he landed on the 1st of May. He then sailed back to Italy, and reported to the King that he had discovered a new world.

THE fourth discovery of the continent was made by Vasco da Gama in 1498. He sailed from Portugal on the 1st of August, and after a voyage of nearly two months, he reached the island of Mozambique on the 1st of September. He then sailed on to other islands, and finally to the mainland of East Africa, where he landed on the 1st of October. He then sailed back to Portugal, and reported to the King that he had discovered a new world.

THE fifth discovery of the continent was made by Bartolomeu Dias in 1488. He sailed from Portugal on the 1st of December, and after a voyage of nearly two months, he reached the island of Agulhas Negras on the 1st of January. He then sailed on to other islands, and finally to the mainland of South Africa, where he landed on the 1st of February. He then sailed back to Portugal, and reported to the King that he had discovered a new world.

THE sixth discovery of the continent was made by Henry the Navigator in 1419. He sailed from Portugal on the 1st of March, and after a voyage of nearly two months, he reached the island of Madeira on the 1st of April. He then sailed on to other islands, and finally to the mainland of the Azores, where he landed on the 1st of May. He then sailed back to Portugal, and reported to the King that he had discovered a new world.

THE seventh discovery of the continent was made by Prince Henry the Navigator in 1419. He sailed from Portugal on the 1st of March, and after a voyage of nearly two months, he reached the island of Madeira on the 1st of April. He then sailed on to other islands, and finally to the mainland of the Azores, where he landed on the 1st of May. He then sailed back to Portugal, and reported to the King that he had discovered a new world.

THE eighth discovery of the continent was made by Prince Henry the Navigator in 1419. He sailed from Portugal on the 1st of March, and after a voyage of nearly two months, he reached the island of Madeira on the 1st of April. He then sailed on to other islands, and finally to the mainland of the Azores, where he landed on the 1st of May. He then sailed back to Portugal, and reported to the King that he had discovered a new world.

THE ninth discovery of the continent was made by Prince Henry the Navigator in 1419. He sailed from Portugal on the 1st of March, and after a voyage of nearly two months, he reached the island of Madeira on the 1st of April. He then sailed on to other islands, and finally to the mainland of the Azores, where he landed on the 1st of May. He then sailed back to Portugal, and reported to the King that he had discovered a new world.

THE tenth discovery of the continent was made by Prince Henry the Navigator in 1419. He sailed from Portugal on the 1st of March, and after a voyage of nearly two months, he reached the island of Madeira on the 1st of April. He then sailed on to other islands, and finally to the mainland of the Azores, where he landed on the 1st of May. He then sailed back to Portugal, and reported to the King that he had discovered a new world.

DEFICIENCIES: A lack of representative work force when compared with the availability of skilled members in the relevant labor market.

DIRECTOR: See EEO Program Director.

DISCRIMINATION: The use of any test (any employment practice) which adversely affects hiring, promotion, transfer, or any other employment or membership opportunity of classes protected by Title VII constitutes discrimination unless; (a) the test has been validated and evidences a high degree of utility, and (b) the person giving or acting upon the results of the particular test can demonstrate that alternative suitable hiring, transfer, or promotion procedures are unavailable for his use. FEPC of the State of California includes three parts in this definition (adverse effect, validity and utility, and alternate selection techniques).

EMPLOYEE: Shall mean any person regularly employed by the City of Orange except those persons elected by popular vote.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The policy of the City of Orange that all employment practices will be conducted in a manner as to assure equal opportunity for all persons. It includes the commitment for the continuous review, monitoring, evaluation, and implementation of non-discriminatory personnel policies, practices, methods, procedures, and tests.

EQUAL EMPLOYMENT OPPORTUNITY COORDINATING COUNCIL (EEOCC): The Council consists of the Secretary of Labor, the Chairman of the Equal Opportunity Commission, the Attorney General, the Chairman of the United States Civil Service Commission, and the Chairman of the United States Civil Rights Commission, or their respective delegates. The Council has the "responsibility for developing and implementing agreements, policies and practices designed to maximize effort, promote efficiency, and eliminate conflict, competition, duplication and inconsistency among agencies and branches of the Federal Government responsible for the implementation and enforcement of equal employment opportunity legislation, orders and policies."

EQUAL EMPLOYMENT OPPORTUNITY MONITORING AND REVIEW COMMITTEE: A committee created by the City Manager with membership including minorities and females from various job levels, Departments, and the community. The Committee is charged with the continuous review of the City's progress towards the attainment of its equal employment opportunity commitment, and with the reporting, at least quarterly, of such progress.

DISCRIMINATION: A lack of representation, less favor when compared with the availability of skilled workers in the relevant labor market.

DIRECTOR: See also Program Director.

DISCRIMINATION: The use of any race (any employment practice) which adversely affects hiring, promotion, transfer, or any other employment or membership opportunity of classes protected by Title VII constitutes discrimination unless (a) the race has been validated and evidence of a high degree of utility, and (b) the person giving or acting upon the results of the particular race can demonstrate that alternative available hiring, transfer, or promotion procedures are unavailable for his use. FPC of the State of California includes three parts in this definition (adverse effect, validity and utility, and adverse selection procedures).

EMPLOYEE: Shall mean any person regularly employed by the City of Orange except those persons elected by popular vote.

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EQUAL EMPLOYMENT OPPORTUNITY COORDINATING COUNCIL (EEOCC): The Council consists of the Secretary of Labor, the Chairman of the Equal Opportunity Commission, the Attorney General, the Chairman of the United States Civil Service Commission, and the Chairman of the United States Civil Rights Commission. The Council has the "responsibility" to jointly develop and implement agreements, policies and programs designed to maximize effort, promote efficiency, and eliminate conflict, competition, duplication and inconsistency among agencies and branches of the Federal Government responsible for the implementation and enforcement of equal employment opportunity legislation, orders and policies.

EQUAL EMPLOYMENT OPPORTUNITY MONITORING AND REVIEW COMMITTEE: A committee created by the City Manager with membership including representatives and leaders from various job levels, departments, and the community. The Committee is charged with the continuous review of the City's progress towards the attainment of the equal employment opportunity commitment, and with the monitoring of these progress, of such programs.

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM (EEOP): The written document through which management assures that all persons have equal opportunities in recruitment, selection, appointment, promotion, training, discipline and related areas.

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM DIRECTOR: The Director is charged with the responsibility of the administration, coordination and review of the City's Equal Employment Opportunity Program.

EXTERNAL COMMUNICATIONS: The appropriate outside dissemination of information to the community by news media, job announcements, publicity, contact with organizations, interested individuals and other available sources.

FAIR EMPLOYMENT PRACTICES ACT: California Labor Code Section 1410 et seq.

FAIR EMPLOYMENT PRACTICES COMMISSION (FEPC - State of California): A state level compliance agency dealing with alleged violations of EEO law, which is authorized by the California Fair Employment Practices Act, Chapter 121, Part 4, 5, Division 2, of the State of California Labor Code.

GOALS (OBJECTIVES): "Goals" include both quantitative terms (e.g., an increase in the number of skilled minorities and women) and qualitative terms (e.g., reviewing the performance appraisal system to determine its objectivity and job-relatedness).

HUMAN RESOURCES: The allocation and placement of persons in the employ or under the direction of the City. These personnel "staffing" resources may include full and part-time employees, seasonal and temporary employees, cadet, intern, work experience, or other resource positions.

INTERNAL COMMUNICATIONS: Communications to and from the City staff of the City's EEO policy and procedure as it relates to all personnel policies, practices and procedures.

JOB ANALYSIS: The process of obtaining information about a job or position and its requirements and qualifications in order to uncover the knowledges, skills and behaviors which are required on the job and which may distinguish good from poor performance.

JOB-RELATED: Relatedness (as determined by job analysis) between a sample of the important job skills, knowledges or behavior and the actual skills, knowledges and behaviors required to perform the job.

The following information was obtained from the records of the California Department of Corrections, Division of Adult Institutions, for the period from January 1, 1960, to December 31, 1960.

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JOB-RESTRUCTURING: The detailed analysis of an employment position to ensure that all requirements, standards, tests, and qualifications are job-related and contain minimum qualifications to allow wide latitude for recruitment, selection and placement.

MEDICAL CONDITION: Any health impairment related to or associated with a diagnosis of cancer, for which a person has been rehabilitated or cured, based on competent medical advice. Nothing in the FEPC law prohibits employment decisions based on "physical handicap" or "medical condition" where an individual is unable to perform his duties or he cannot perform such duties in a manner which would not endanger his health or safety or the health or safety of others.

MINIMUM QUALIFICATIONS: Those elements of a job or position that a newly-hired or promoted person must possess to be expected to satisfactorily perform the tasks assigned. No minimum qualifications may be used which would improperly exclude persons qualified to perform all the tasks expected of employees in the class.

MINORITY (Race/Ethnic Identification): The City may acquire the race/ethnic information necessary for EEO reporting either by visual surveys of the work force, or from post-employment records as to the identity of employees. An employee may be included in the minority group to which he/she appears to belong, identifies with, or is regarded in the community as belonging. It does not denote clearcut scientific definitions of anthropological origins.

NON JOB-RELATED FACTORS: Factors considered in employment practices as not related (as determined by job analysis) to the job for which the applicant is being considered. Refer to "other selection techniques."

OCCUPATIONAL MOBILITY: Mobility, which usually may be either upward or lateral, or both, is designed or intended to provide occupational advancement to persons within various occupational groups. The term encompasses all programs designed to provide opportunities for the "human resources" of the City in relation to the present and projected needs of the City.

OTHER SELECTION TECHNIQUES: Differentiates between "tests" and "selection measures" in that "other selection techniques" includes the subjective, individualistic, judgmental processes which are not specified. "Tests" can be validated. "Other selection techniques" cannot ordinarily be validated if applied in an unsystematic, inconsistent, intuitive fashion. Refer to "non-job related factors."

PHYSICAL HANDICAP: Includes impairment of sight, hearing or speech, or impairment of physical ability because of amputation or loss of function or coordination, or any other health impairment which requires special education or related services. Nothing in the FEPC law prohibits employment decisions based on "physical handicap" or "medical condition" where an individual is unable to perform his duties, or he cannot perform such duties in a manner which would not endanger his health or safety or the health and safety of others.

PROBLEM AREAS (In Employment Practices): Past or existing personnel policies, practices, methods or procedures which may be discriminatory in nature. The term includes, but is not limited to, such factors as recruitment, hire, transfer, promotion, training compensation, benefits, layoff or termination of persons.

PROPORTIONAL REPRESENTATION: A numerical comparison between the existing work force composition and the labor market composition of minorities and females.

PROTECTED GROUPS: Groups or individuals specifically protected by law against discrimination. These groups include members of racial, religious or national minority groups.

QUALIFIABLE: The capacity of an individual to absorb training for placement in a position.

RACIAL DISCRIMINATION: Discrimination on the basis of race in regard to employment practices.

RELEVANT LABOR MARKET: These markets are determined for goal setting purposes. They are specified in Section 8.2.

SELECTION DEVICE (Practices, Procedures, or Tests): Includes all formal, informal, scored, unscored, quantified or standardized techniques of assessing job suitability, including, but not limited to, written tests, background requirements, performance tests, oral interviews, and any other selection device utilized in any personnel practice, procedure, or test. Congressional intent requires that all employment devices be job-related and must be validated, if they produce adverse effect.

STANDARD METROPOLITAN STATISTICAL AREA (SMSA): Geographical areas designated by the Federal Government for census and other study purposes. Southern California is defined in this EEOP as the SMSA's of Orange, Los Angeles, Riverside-San Bernardino-Ontario, and San Diego Counties.

The first part of the report deals with the general situation of the country. It is a very interesting and informative study of the country's development. The second part of the report deals with the specific details of the country's development. It is a very detailed and informative study of the country's development. The third part of the report deals with the specific details of the country's development. It is a very detailed and informative study of the country's development.

The fourth part of the report deals with the specific details of the country's development. It is a very detailed and informative study of the country's development. The fifth part of the report deals with the specific details of the country's development. It is a very detailed and informative study of the country's development. The sixth part of the report deals with the specific details of the country's development. It is a very detailed and informative study of the country's development.

The seventh part of the report deals with the specific details of the country's development. It is a very detailed and informative study of the country's development. The eighth part of the report deals with the specific details of the country's development. It is a very detailed and informative study of the country's development. The ninth part of the report deals with the specific details of the country's development. It is a very detailed and informative study of the country's development.

The tenth part of the report deals with the specific details of the country's development. It is a very detailed and informative study of the country's development. The eleventh part of the report deals with the specific details of the country's development. It is a very detailed and informative study of the country's development. The twelfth part of the report deals with the specific details of the country's development. It is a very detailed and informative study of the country's development.

The thirteenth part of the report deals with the specific details of the country's development. It is a very detailed and informative study of the country's development. The fourteenth part of the report deals with the specific details of the country's development. It is a very detailed and informative study of the country's development. The fifteenth part of the report deals with the specific details of the country's development. It is a very detailed and informative study of the country's development.

TIME-TABLE: A schedule for beginning and completing specific steps to attain Equal Employment Opportunity Program results and effectiveness.

TRANSFER: A change of an employee's assignment from one Department to another.

UNDER-UTILIZATION: The employment of fewer minorities and women in a particular job category than would reasonably be expected by their availability.

VALIDITY: The rational and reasonable extent to which any selection measure predicts or ensures successful performance on the job.

VENDOR/CONTRACTOR: Means all persons who provide, or offer to provide, to the City, labor, equipment, materials or services of any kind or type pursuant to a contract with the City, that is in excess of \$5,000.

WORK FORCE: All full and part-time permanent and temporary employees of the City except elected officials.

1. General: A separate fee regarding the compliance schedule
except to obtain final equipment opportunity process results
and effectiveness.

2. Transfer: A change of an employee's assignment from one
department to another.

3. Unemployment: The employment of fewer employees and
more in a particular job category than would reasonably be
expected by last availability.

4. Unemployment: The reduction and substantial extent to which any
business means production or services successful performance
in the job.

5. Unemployment: Means all persons who provide, or offer
to provide, to the city, labor, equipment, materials or
services of any kind or type pursuant to a contract with the
city, that is in excess of \$5,000.

6. Unemployment: All full and part-time permanent and temporary
employees of the City except elected officials.

4. DESIGNATION OF RESPONSIBILITIES FOR THE EEO PROGRAM

4.1 Responsibilities of the City Manager

- 4.1.1 The City Manager shall ensure the implementation of the revised and updated EEO Plan - 1976.
- 4.1.2 The City Manager shall ensure that all Department Heads assist in developing and attaining goals and time-tables for their respective Departments for the utilization of minorities and females.
- 4.1.3 The City Manager shall ensure that all Department Heads assist in identifying and eliminating any artificial barriers which might exist in employment practices in their respective Department's, and develop programs to achieve these goals and time-tables.
- 4.1.4 The City Manager shall periodically evaluate the progress made by each Department Head toward achievement on EEO goals.
- 4.1.5 The City Manager shall create and staff an EEO Monitoring and Review Committee with membership including minorities and females from various job levels, Departments, and the community.
- 4.1.6 The City Manager, or his representative, shall meet at least quarterly with the Director (see 4.2) and the Monitoring and Review Committee to review the City's progress towards the attainment of goals, time-tables, and related personnel policies, practices, and procedures.
- 4.1.7 The City Manager shall review the EEO Plan, at least annually, to direct the revision of the Plan as necessary in order to adjust to economic and social changes, and to establish new goals and time-tables for the ensuing year.

4.2 Responsibilities of the EEO Program Director

- 4.2.1 Keep the EEO Plan current by issuing revisions as necessary.

2.1.1.1. Description of the project

2.1.1.1.1. Description of the project

The project is a research project in the field of...

The project is a research project in the field of...

The project is a research project in the field of...

The project is a research project in the field of...

The project is a research project in the field of...

The project is a research project in the field of...

The project is a research project in the field of...

2.1.1.2. Description of the project

The project is a research project in the field of...

- 4.2.2 The development and maintenance of internal and external communication procedures that ensure wide dissemination of the City's Equal Employment policies and procedures.
- 4.2.3 Ensure that all Managers and Supervisors are informed of their individual responsibilities for carrying out equal employment opportunity and affirmative action.
- 4.2.4 Assisting and guiding all levels of management in the following:
 - Collecting and analyzing employment data.
 - Identifying problem areas.
 - Setting goals and time-tables.
 - Developing programs to achieve goals.
- 4.2.5 Ensure that City-wide numerical goals are established in relation to the availability of skills in the relevant labor market for the various categories of jobs.
- 4.2.6 Direct the design, implementation, and monitoring of internal audit and reporting systems to monitor the program.
- 4.2.7 The development of specific remedies to eliminate any discriminatory practices which may be discovered in the employment system.
- 4.2.8 Review of the EEO Plan, at least annually, to revise the Plan as necessary in order to adjust to economic and social changes, and to establish new goals and time-tables, as necessary, for the ensuing year.
- 4.2.9 [Review of Program progress, determination of needed corrective action, and monitoring of corrective action.
- 4.2.10 The reporting, at least quarterly, to the City Manager on the progress of each Department in relation to the City's goals.
- 4.2.11 Receipt of and appropriate action on discrimination problems submitted as authorized in Sections 6.11.2 and 6.11.3.

The following information is being furnished to you for your information and guidance. It is requested that you review this information and advise the Bureau of any changes or additions that may be necessary.

1.1

The following information is being furnished to you for your information and guidance. It is requested that you review this information and advise the Bureau of any changes or additions that may be necessary.

1.2

The following information is being furnished to you for your information and guidance. It is requested that you review this information and advise the Bureau of any changes or additions that may be necessary.

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1.10

The following information is being furnished to you for your information and guidance. It is requested that you review this information and advise the Bureau of any changes or additions that may be necessary.

4.3 Responsibilities of City Attorney

- 4.3.1 The City Attorney is responsible for the dissemination of legal information affecting Equal Employment Opportunity to the City Council, the City Manager, the EEO Director, and Department Heads.
- 4.3.2 The City Attorney is responsible to protect and defend the interests of the City in any EEO complaint or litigation and, where appropriate, the services of outside counsel may be obtained.

4.4 Responsibilities of Department Heads

- 4.4.1 To constantly remain aware of developments regarding their individual responsibilities for carrying out equal employment opportunity as a basic part of their job.
- 4.4.2 The identification of problem areas in employment practices, which may exist in their Department.
- 4.4.3 The establishment of Departmental goals and time-tables.
- 4.4.4 The development of specific programs to provide employees the opportunity to advance in relation to the present and projected human resource needs of the City.
- 4.4.5 The development of job-related selection practices that will ensure that no illegal discrimination is practiced.
- 4.4.6 Each Department Head may delegate to a Manager or Supervisor the responsibility to serve as the Department's EEO Coordinator.
- 4.4.7 The periodic review of goals, programs, personnel policies, and procedures to ensure attainment of Departmental EEO objectives.

4.5 Responsibilities of the Personnel Manager

- 4.5.1 To inform the City Manager, the Director, Department Heads, Managers, and Supervisors on equal employment opportunity matters.

- 4.5.2 To assist the Director, as required, to accomplish assigned responsibilities.
- 4.5.3 To take action to ensure attainment of the goals and time-tables for revising and implementing personnel practices, procedures, and tests that meet the requirements of Federal and State guidelines.
- 4.5.4 To provide equal employment opportunity training and education to the City staff as determined by the Director.
- 4.5.5 To maintain records and data necessary to determine utilization goals and time-tables for the City and each Department, and to measure progress toward attaining those goals.
- 4.5.6 To maintain adequate records and data on applicants, examinations, appointments, promotions, terminations, and related employment practices to comply with Federal and State requirements.

4.6 Responsibilities of Managers and Supervisors

- 4.6.1 Managers and supervisors are responsible for assisting in the implementation of this Plan. Attainment or non-attainment of goals and time-tables may be reflected in their performance appraisals.
- 4.6.2 To constantly remain aware of developments regarding their individual responsibilities for equal employment opportunity as a basic part of their job.
- 4.6.3 The identification of problem areas in employment practices which may exist and the prompt reporting of potential discriminatory practices or procedures to the Department Head.
- 4.6.4 To recommend appropriate remedial action towards any subordinate who illegally discriminates against any person on the basis of race, religion, creed, color, sex, national origin, ancestry, age, marital status, medical condition, or physical handicap.

to ensure the integrity of the system, the following measures shall be taken:

1.1.1. The system shall be designed to ensure that all data is stored in a secure and accessible manner.

1.1.2. The system shall be designed to ensure that all data is stored in a secure and accessible manner.

1.1.3. The system shall be designed to ensure that all data is stored in a secure and accessible manner.

1.1.4. The system shall be designed to ensure that all data is stored in a secure and accessible manner.

2. System Architecture

2.1.1. The system shall be designed to ensure that all data is stored in a secure and accessible manner.

2.1.2. The system shall be designed to ensure that all data is stored in a secure and accessible manner.

2.1.3. The system shall be designed to ensure that all data is stored in a secure and accessible manner.

2.1.4. The system shall be designed to ensure that all data is stored in a secure and accessible manner.

- 4.6.5 The continuous review and monitoring of personnel selection procedures personally utilized to ensure that they are job-related. Recommendations for improvement shall be directed to the Department Head.

4.7 Responsibilities of All Employees

- 4.7.1 It is the duty of all employees to refrain from any discriminatory employment practice on the basis of race, religion, creed, color, sex, national origin, ancestry, age, marital status, medical condition, or physical handicap.
- 4.7.2 Discrimination against an employee or applicant because of race, color, creed, religion, sex, national origin, ancestry, age, marital status, *physical handicap, or *medical condition, or any reprisal action against employee (*as defined in the Fair Employment Practices Act), may be a cause for disciplinary action against any employee.
- 4.7.3 Illegal discrimination can subject the City to extensive liability.
- 4.7.4 Illegal discrimination can also subject individual employees or officers of the City to personal financial liability.

4.8 Responsibilities of the EEO Monitoring and Review Committee

- 4.8.1 The EEO Monitoring and Review Committee, as created and staffed by the City Manager, shall be governed by the following guidelines:
 - 4.8.1.1 The Committee is designated as an Advisory Committee, and members serve at the pleasure of the City Manager.
 - 4.8.1.2 Generally, no less than six designated persons will comprise the Monitoring and Review Committee.
 - 4.8.1.3 Membership will include minorities and females from various job levels and Departments, and the community. Three members of the Committee will be City employees and three members will be representatives from the community at large.

The following is a list of the names of the persons who have been appointed to the various committees of the Board of Directors of the Corporation.

Committees of the Board of Directors

1. The Board of Directors has appointed the following persons to the various committees of the Board of Directors of the Corporation:

2. The Board of Directors has appointed the following persons to the various committees of the Board of Directors of the Corporation:

3. The Board of Directors has appointed the following persons to the various committees of the Board of Directors of the Corporation:

4. The Board of Directors has appointed the following persons to the various committees of the Board of Directors of the Corporation:

Committees of the Board of Directors of the Corporation

5. The Board of Directors has appointed the following persons to the various committees of the Board of Directors of the Corporation:

6. The Board of Directors has appointed the following persons to the various committees of the Board of Directors of the Corporation:

7. The Board of Directors has appointed the following persons to the various committees of the Board of Directors of the Corporation:

8. The Board of Directors has appointed the following persons to the various committees of the Board of Directors of the Corporation:

- 4.8.1.4 The Monitoring and Review Committee will meet at least quarterly, with the City Manager, or his representative, and Director to review the City's progress towards the attainment of goals, time-tables, and related personnel policies and procedures.
- 4.8.1.5 On a continuous basis, committee members may provide the Director with relevant written information on City and community labor force data, availability of skills, recruitment sources, and/or inclusion into the City's programs.
- 4.8.1.6 Annually, the Committee will make specific recommendations for the goals of the City for the forthcoming year in regard to the hiring, placement, selection for training, and other related employment matters.

The Board of Directors and the City Manager will meet at least quarterly, with the City Manager, or his representative, and the City Director to review the City's progress towards the attainment of goals, time-tables, and related personnel policies and procedures.

4.8.1.1

On a continuing basis, committee members may provide the Director with relevant written information on City and community labor force data, availability of skills, recruitment sources, and/or inclusion from the City's programs.

4.8.1.2

Annually, the Director will make recommendations for the goals of the City for the following year in regard to the labor force, recruitment, retention, training, and other related employment matters.

4.8.1.3

5. DISSEMINATION OF THE CITY'S EEO POLICY

The Director, or his designee, shall ensure the following internal and external communications, and that each contains appropriate statements reflecting the City's Equal Employment Opportunity policy.

5.1 Internal Communications

- 5.1.1 When appropriate, include the City Manager's EEO Policy Statement in all City-wide publications, general employee newsletters, supervisors newsletter, and other forms of materials included for general public, supervisorial, or City-wide distribution.
- 5.1.2 The statement "Equal Opportunity Employer" shall be included in all job announcements, and employment application forms.
- 5.1.3 Announcements will clearly state job-related specifications for the class which could limit the number of applicants.
- 5.1.4 The City Manager's EEO Policy Statement shall be included in orientation materials distributed by the Personnel Division to all newly hired employees.
- 5.1.5 All Managers and Supervisors shall be periodically advised of the intent of City's EEO policy and their responsibility for its implementation.
- 5.1.6 All City employees shall receive a copy of the City's publication, "Summary of EEO Plan - 1976," as distributed by the Personnel Division (see Appendix B).
- 5.1.7 The Personnel Manager shall ensure that copies of the City Manager's EEO Policy Statement are conspicuously posted on bulletin boards in the Civic Center and in each Department.
- 5.1.8 Periodic staff meetings conducted by the Director or respective Department Heads should include, as needed, current equal opportunity employment information as agenda items.

ADMINISTRATIVE OF THE CITY OF LOS ANGELES

The Director, of the Department, shall be the chief executive officer of the Department, and shall be responsible for the management and control of the Department, and for the execution of the policies and programs of the Department.

1.1.1. (a) General Administration

1.1.1.1. The Department shall be organized into divisions, and each division shall be headed by a Division Chief. The Division Chiefs shall be appointed by the Director, and shall be responsible for the management and control of their respective divisions, and for the execution of the policies and programs of the Department.

1.1.1.2. The Department shall be organized into divisions, and each division shall be headed by a Division Chief. The Division Chiefs shall be appointed by the Director, and shall be responsible for the management and control of their respective divisions, and for the execution of the policies and programs of the Department.

1.1.1.3. The Department shall be organized into divisions, and each division shall be headed by a Division Chief. The Division Chiefs shall be appointed by the Director, and shall be responsible for the management and control of their respective divisions, and for the execution of the policies and programs of the Department.

1.1.1.4. The Department shall be organized into divisions, and each division shall be headed by a Division Chief. The Division Chiefs shall be appointed by the Director, and shall be responsible for the management and control of their respective divisions, and for the execution of the policies and programs of the Department.

1.1.1.5. The Department shall be organized into divisions, and each division shall be headed by a Division Chief. The Division Chiefs shall be appointed by the Director, and shall be responsible for the management and control of their respective divisions, and for the execution of the policies and programs of the Department.

1.1.1.6. The Department shall be organized into divisions, and each division shall be headed by a Division Chief. The Division Chiefs shall be appointed by the Director, and shall be responsible for the management and control of their respective divisions, and for the execution of the policies and programs of the Department.

1.1.1.7. The Department shall be organized into divisions, and each division shall be headed by a Division Chief. The Division Chiefs shall be appointed by the Director, and shall be responsible for the management and control of their respective divisions, and for the execution of the policies and programs of the Department.

1.1.1.8. The Department shall be organized into divisions, and each division shall be headed by a Division Chief. The Division Chiefs shall be appointed by the Director, and shall be responsible for the management and control of their respective divisions, and for the execution of the policies and programs of the Department.

- 5.1.9 The Personnel Manager shall ensure that each Manager and Supervisor receives a copy of the full text of the revised EEO Plan. Ample additional copies of the full text of the revised EEO Plan shall be maintained by the Personnel Division and made available to any City of Orange employee and others upon reasonable request.
- 5.1.10 Department Heads may delegate to a Manager or Supervisor the responsibility for answering inquiries, employee counseling, and resolving complaints in his/her Department, regarding the EEO policy or Plan. The Supervisor assigned to this position is designated the Departmental EEO Coordinator.
- 5.1.11 Any person may request and receive a copy of the City's publication "Summary of EEO Plan - 1976." Ample copies will be maintained by the Personnel Manager.
- 5.1.12 Any person, upon reasonable request to the Personnel Manager, may receive a copy of the full text of the EEO Plan for review purposes.

5.2 External Communications

- 5.2.1 As appropriate, recruiting sources, community agencies, employee organization, minority organizations, and other interested persons shall be given a copy of the City Manager's EEO Policy Statement.
- 5.2.2 All job announcements, help-wanted advertisements, and vacancy notices shall include the phrase "Equal Opportunity Employer."
- 5.2.3 Employment advertising shall be placed in minority groups newspapers and other specialized media, when appropriate.
- 5.2.4 The City's EEO policy concerning vendors, contractors, and suppliers is described in a separate plan.
- 5.2.5 As appropriate, employee associations, labor organizations, job applicants, community organizations, minority and women's organizations, and vocational rehabilitation agencies shall be provided a copy of the City Manager's EEO Policy Statement; if requested.

5.3 EEO Training

The Personnel Manager, assisted by Department Heads, shall ensure that the following training is conducted as required by the Director within the limitations of the EEO training budget.

- 5.3.1 Managers and Supervisors receive orientation training on the Revised and Updated EEO Plan.
- 5.3.2 Managers and Supervisors attend ongoing training sessions to discuss the overall EEO Program and the administration of the policies and procedures incorporated therein, and on the Federal, State, and Municipal Directives relating to EEO and its underlying philosophies.

5.4 Job Analysis, Classification, and Selection System

Compliance with employee selection guidelines will require considerable time and resources. These steps have been completed for 15 of the City's 217 classes (17.5%). Of the 207 positions, 126, or 60.8% have been completed. With current resources applied to this job step, about 2.5 classes can be completed each month, at \$3.5 classes per quarter. The schedule for FY 74-75 is:

Month/Year	Class	Classes Completed	% Completed
Jan. 1975	25	0	0.0
Feb. 1976	25	25.0	10.3
July 1976	25	25.0	10.3
Oct. 1976	217	25.0	10.3
Jan. 1977	25	25.0	10.3
Apr. 1977	217	25.0	10.3
July 1977	217	25.0	10.3

5.4.1 Classes will be analyzed according to three priorities:

- 5.4.1.1 Every 10th class with high rate of hire.
- 5.4.1.2 Promotional classes, as vacancies are projected, but to date sufficient to analyze complete series of classes, when vacancies are projected, where needed permits.)
- 5.4.1.3 Classes with large number of positions.
- 5.4.1.4 Classes with low or a single position.

Each of these steps is outlined in succeeding sections of this report.

6. GOALS AND TIME-TABLES, PERSONNEL PRACTICES, PROCEDURES, TESTS

6.1 Personnel Policy and Procedures Manual

- 6.1.1 The City of Orange Personnel Policy and Procedure Manual to be completed by December 31, 1976, will be developed to comply with Federal and State guidelines.
- 6.1.2 The Personnel Manager is responsible for keeping the Manual current and in compliance with all Federal, State, and City laws, Resolutions, and regulations.
- 6.1.3 Department Heads, Managers, and Supervisors may make appropriate recommendations to the Personnel Manager to maintain and improve the Manual.
- 6.1.4 Employees and employee organizations are encouraged to submit suggestions for the improvement of the Manual.

6.2 Job Analysis, Classification, and Selection Systems* Timetable

Compliance with employee selection guidelines will require considerable time and expense. These steps have been completed for 43 of the City's 217 classes (19.8%). Of the 907 positions, 326, or 35.9% have been completed. With current resources applied to this project, about 2.3 classes can be completed each month, or 6.9 classes per quarter. The schedule for FY 76-77 is:

<u>Month/Year</u>	<u>Total</u>	<u>Classes Completed</u>	<u>% Completed</u>
Jan. 1975	209	0	0
May 1976	209	34.0	16.3
July 1976	213	36.0	15.6
Oct. 1976	217	45.5	20.1
Jan. 1977	217	52.4	24.1
Apr. 1977	217	59.3	27.3
July 1977	217	66.2	30.5

- 6.2.1 Classes will be analyzed according to these priorities:
 - 6.2.1.1 Entry level classes with high rate of hire.
 - 6.2.1.2 Promotional classes, as vacancies are projected. (It is more efficient to analyze complete series of classes, when vacancies are projected, where workload permits.)
 - 6.2.1.3 Classes with large numbers of positions.
 - 6.2.1.4 Classes with few or a single position.

*Each of these steps is explained in succeeding sections of this plan.

CHAPTER 1. THE WATER TREATMENT PLANT, 1970-1971

1.1. THE WATER TREATMENT PLANT, 1970-1971

The water treatment plant is located on the north side of the city, near the intersection of Highway 1 and Highway 2. The plant is a rectangular building, approximately 100 feet long and 50 feet wide. It is surrounded by a fence and has a paved area in front of it. The plant is owned and operated by the City of [City Name].

The water treatment plant is a rectangular building, approximately 100 feet long and 50 feet wide. It is surrounded by a fence and has a paved area in front of it. The plant is owned and operated by the City of [City Name].

The water treatment plant is a rectangular building, approximately 100 feet long and 50 feet wide. It is surrounded by a fence and has a paved area in front of it. The plant is owned and operated by the City of [City Name].

The water treatment plant is a rectangular building, approximately 100 feet long and 50 feet wide. It is surrounded by a fence and has a paved area in front of it. The plant is owned and operated by the City of [City Name].

1.2. THE WATER TREATMENT PLANT, 1972-1973

The water treatment plant is a rectangular building, approximately 100 feet long and 50 feet wide. It is surrounded by a fence and has a paved area in front of it. The plant is owned and operated by the City of [City Name].

Year	Population	Water Demand	Water Supply
1970	10,000	100,000	100,000
1971	11,000	110,000	110,000
1972	12,000	120,000	120,000
1973	13,000	130,000	130,000
1974	14,000	140,000	140,000
1975	15,000	150,000	150,000
1976	16,000	160,000	160,000
1977	17,000	170,000	170,000
1978	18,000	180,000	180,000
1979	19,000	190,000	190,000
1980	20,000	200,000	200,000

The water treatment plant is a rectangular building, approximately 100 feet long and 50 feet wide. It is surrounded by a fence and has a paved area in front of it. The plant is owned and operated by the City of [City Name].

The water treatment plant is a rectangular building, approximately 100 feet long and 50 feet wide. It is surrounded by a fence and has a paved area in front of it. The plant is owned and operated by the City of [City Name].

The water treatment plant is a rectangular building, approximately 100 feet long and 50 feet wide. It is surrounded by a fence and has a paved area in front of it. The plant is owned and operated by the City of [City Name].

The water treatment plant is a rectangular building, approximately 100 feet long and 50 feet wide. It is surrounded by a fence and has a paved area in front of it. The plant is owned and operated by the City of [City Name].

The water treatment plant is a rectangular building, approximately 100 feet long and 50 feet wide. It is surrounded by a fence and has a paved area in front of it. The plant is owned and operated by the City of [City Name].

6.3 Job Analysis

- 6.3.1 FEPC and EEOC guidelines, as well as the City's Equal Employment Opportunity policy and the personnel Policy and Procedures Manual require that all practices, procedures, and tests utilized for employment decisions be based on a reliable and comprehensive job analysis. The Personnel Division will complete job analysis of all applicable City and Departmental classifications in accordance with EEOP Section 6.2.
- 6.3.2 The Job Element Method will be used whenever practical. This method of job analysis develops and evaluates the skills, knowledges, abilities, and behaviors necessary for satisfactory job performance. This information is crucial to the design of validated examinations, including the proper weighting of examination parts and the determination of the most appropriate type of tests to use. A test is defined as "any measure used as a basis for an employment decision." Tests may include, but are not limited to, the following measures:

Interviews, written tests, performance tests, Supervisor's performance appraisals, application examination, age, license, certificates, etc.

6.4 Class Specifications, Selection Standards, and Validation

- 6.4.1 Class specifications are written statements describing the characteristics of each class in terms of duties, responsibilities, and tasks; and listing the minimum qualifications for selection into the class.
- 6.4.2 Qualifications will include the skills, knowledges, abilities, behaviors, and working conditions determined by job analysis. Class specifications will be used as a basis for designing selection procedures, including recruitment examination and selection. Minimum qualifications are those elements of the job that a newly-hired or promoted person must possess to be expected to satisfactorily perform the tasks assigned. No minimum

qualifications may be used which would improperly exclude persons qualified to perform all the tasks expected of employees in the class or for a skill, knowledge, ability, or behavior that would be taught or learned on the job in a brief orientation.

6.4.3 Validation is a very specific, technical, and complex process, defined in detail in the EEOC Guidelines. Validation requires the use of specially trained personnel and a sufficient employee sample for each job category to be statistically significant. Any validity study should be based upon a review of information about the job for which the selection procedure is to be used. The review must include a job analysis which provides the information required for the specific validation strategy used.

6.4.3.1 The Personnel Manager shall ensure that appropriate records are collected and maintained on the documentation of any validity evidence supporting or relating to selection instruments or procedures utilized in the City's personnel practices.

6.4.3.2 The Personnel Manager shall ensure that all reports maintained to support the content validity of selection procedures contain the following information:

Job Analysis
Job Title and Code
Selection Procedures
Techniques and Results
Uses and Application
Cut-off Scores
Contact Persons

6.5 Occupational Mobility

6.5.1 As practical, Department Heads shall ensure efforts are directed to establish entry level positions to facilitate progression within occupational areas. Refer to Appendix C (Intern, Work Experience, Special Training Positions), Appendix D (Career Plan Outline), and Appendix E (Career Ladders) for descriptions, positions, and programs.

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- 6.5.2 The Personnel Manager, in conjunction with respective Department Heads, shall ensure review and action in the following areas:
 - 6.5.2.1 The Personnel Manager shall direct a periodic review, evaluation, and revision of the City's position classification and allocation plan to ensure that all EEO law is applied to the Personnel System.
 - 6.5.2.2 Continuous review, evaluation, and revision is required of all entrance, selection, and promotional examinations and selection practices to ensure they are job-related and that no discrimination is practiced.
 - 6.5.2.3 Development and maintenance of "occupational mobility" programs and opportunities, as available, within each Department and the City.
 - 6.5.2.4 Department Heads shall ensure that all employees have the opportunity to submit the "Career Plan Outline" at any time, and within a reasonable period after submission of the form, have the opportunity for further career counseling and guidance by the Personnel Manager, as individually requested.
 - 6.5.2.5 The City assumes no additional obligation as a result of the preparation of the Career Plan as it is a guide intended to assist employees to prepare themselves for occupational mobility.
 - 6.5.2.6 The Personnel Manager shall ensure that all employees have the opportunity for further career counseling and guidance. An employee may seek guidance at any time by submitting the appropriate Form in accordance with Section 60.900 of the Personnel Policy and Procedure Manual.

The following is a list of the names of the persons who have been appointed to the various positions in the Department of the Interior, and who have been assigned to the various divisions of the Department.

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6.6 Recruitment, Examining, Selection, Appointment

- 6.6.1 The Personnel Manager, assisted by Department Heads, shall make an annual forecast of human resources needs based on a review of position changes and turnover rates to determine patterns of vacancies and plan appropriate recruiting efforts to meet these needs and EEO goals.
- 6.6.2 Department Heads shall support and supplement recruiting efforts of the City's Personnel Manager.
- 6.6.3 Department Heads shall assist the Personnel Manager in the review and monitoring of recruitment procedures so as to assure that no discriminatory employment practices exist.
- 6.6.4 The statement "Equal Opportunity Employer" shall be included in appropriate outgoing correspondence and all recruitment literature and advertising.
- 6.6.5 Additionally, the Personnel Manager shall ensure that examination announcements shall be directed to Personnel sections of appropriate Federal, State, and local governmental agencies including educational institutions, in the appropriate labor market for the applicants sought.
- 6.6.6 The Personnel Manager shall maintain a current listing of all recruitment sources, media, and organizations utilized in the City's recruitment process.
- 6.6.7 When appropriate, recruitment from various other organizations and agencies may be solicited in the City's recruitment process.
- 6.6.8 Where professional, technical, or similar specialized areas are involved, recruitment may be solicited from appropriate groups.
- 6.6.9 When appropriate, professional publications may be utilized in the City's recruitment process.
- 6.6.10 Recruitment advertising may be placed in the appropriate variety of newspapers.

- 6.6.11 Recruitment materials may be placed with appropriate minority groups and/or organizations.
- 6.6.12 The Personnel Manager, assisted by Department Heads, shall ensure that all personnel forms, practices, and procedures relating to the selection, appointment, placement, promotion, and retention of persons in the classified service are job-related and validated according to schedule.
- 6.6.13 The Personnel Policy and Procedure Manual deals with the selection, appointment, and placement of persons in the classified service.
- 6.6.14 The Personnel Manager shall ensure that current class specifications are prepared as required, listing minimum qualifications and other job-related requirements.
- 6.6.15 The Personnel Manager and Department Heads, where applicable, shall ensure that the personnel policies, practices, methods, tests, interviews, and any other selection, promotion, or placement procedures and practices, follow the guidelines delineated in the City's Personnel Policy and Procedures Manual and this Plan.
- 6.6.16 The Personnel Manager shall validate selection procedures according to the schedule in Section 6.1 and 6.2 of this Plan.
- 6.6.17 Department Heads shall ensure that eligibles are selected for appointment without illegal bias and shall document the reasons for selection of each certified eligible considered.
- 6.6.18 Any City employee who feels they have been the object of employment discrimination based upon their race, creed, color, sex, national origin, age, marital status, medical condition, or physical handicap may file a grievance as outlined in the City of Orange Grievance Procedure, Section 80.100, Personnel Policy and Procedure Manual.
- 6.6.19 Managers and Supervisors of the City are responsible for assisting in the implementation of this Plan and their attainment or non-attainment of goals and time-tables may be reflected in their performance evaluations.

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6.7 Performance Appraisal

- 6.7.1 The Personnel Manager, assisted by Department Heads, shall ensure that any practice, instrument, form, interview form, or any other device utilized in the appraisal of employee performance, shall be job-related.
- 6.7.2 Job-related performance appraisal forms will be developed by the Personnel Manager in accordance with the schedule in Section 6.2 of this Plan.
- 6.7.3 Each Manager and Supervisor has a responsibility to continuously review and monitor their Department's Performance Appraisal Forms to assist in determining its current applicability to the specific job or duties being performed. Recommendations for improvement shall be directed to the Department Head.
- 6.7.4 The job-related performance appraisal procedure and appraisal form subsequently developed or presently utilized by any Department or City unit shall be reviewed by the Department Head and Personnel Manager, at least annually, to determine its effectiveness and objectivity and to insure that no discriminatory practices exist.
- 6.7.5 Managers and Supervisors are responsible for implementing portions of this Plan. Their effectiveness in EEO matters such as the attainment of goals and adherence to time-tables may be reflected in their performance appraisal reports.

6.8 Transfer, Promotion, Demotion, Layoff, Termination

- 6.8.1 The Personnel Manager and Department Heads shall ensure that any selection measure or standard applied, to effect any of the above specific practices, are job-related.
- 6.8.2 Department Heads, or their representatives, shall document the reason(s) for employee transfers.

2.7 Performance Appraisal

- 2.7.1 The Personnel Manager, subject to Departmental approval, shall decide the appraisal system to be used, taking into account the nature of the work, the position, the employee's experience, and the need for job-related appraisal.
- 2.7.2 Job-related performance appraisal forms will be developed by the Personnel Manager in accordance with the guidelines in Section 2.7.1 or Part 1.
- 2.7.3 Each Manager and Supervisor has a responsibility to ensure that the appraisal system is used consistently and fairly. The Personnel Manager will monitor the use of the appraisal system and ensure that the system is used consistently and fairly. The Personnel Manager will also ensure that the appraisal system is used consistently and fairly.
- 2.7.4 The job-related performance appraisal forms will be developed by the Personnel Manager in accordance with the guidelines in Section 2.7.1 or Part 1. The appraisal forms will be used consistently and fairly. The Personnel Manager will monitor the use of the appraisal system and ensure that the system is used consistently and fairly.
- 2.7.5 Managers and Supervisors are responsible for ensuring that the appraisal system is used consistently and fairly. The Personnel Manager will monitor the use of the appraisal system and ensure that the system is used consistently and fairly.

2.8 Transfer, Promotion, Demotion, Dismissal, Termination

- 2.8.1 The Personnel Manager and Departmental Manager shall ensure that any selection process or standard applied to other staff of the above specific positions are job-related.
- 2.8.2 Departmental Manager or their representative shall ensure the responsible for employee transfers.

- 6.8.3 The Personnel Manager and Department Heads shall ensure that all personnel transfers, promotions, demotions, layoffs, or terminations are reviewed to help assure that no discriminatory practices exist and the actions are based on job relatedness.
- 6.8.4 Department Heads, their representatives, and the Personnel Manager should provide an opportunity for exit interview for each employee who terminates to ascertain whether discrimination was a factor in the employee's termination.
- 6.8.5 The Personnel Manager shall ensure that records are maintained regarding minority and female data as related to these specific practices in each Department and City unit.
- 6.8.6 All transfer, promotion, demotion, layoff, or termination action is subject to review by the Director, or his designee, to ensure that no discriminatory practice exists.

6.9 Selection for Training

- 6.9.1 The Personnel Manager and Department Heads shall ensure the selection of employees for training opportunities will be provided to all employees on a non-discriminatory basis. Training opportunities that are designed to develop skills needed to improve current performance, to qualify for higher level positions, or to fill positions that are projected requirements for the future; will be provided on a non-discriminatory basis.
- 6.9.2 The written policy on selection for training or educational leave is contained in the Personnel Policy and Procedure Manual.

6.10 Compensation Including Benefits

- 6.10.1 The Director and Personnel Manager shall periodically review, as required, all policies and practices relating to employee compensation and benefits (including leave policies, retirement plans, insurance programs, etc.) to assure that they are available without discrimination because of race, religion, creed, color, sex, national origin and ancestry, age, marital status, *medical condition or *physical handicap (*as defined in the Fair Employment Practices Act).

- 6.10.2 The Director and Personnel Manager shall periodically review all conditions of employment to ensure that they are non-discriminatory.

6.11 Grievance Procedure

- 6.11.1 Any City employee who feels they have been the object of employment discrimination based upon their race, creed, color, sex, national origin, age, marital status, medical condition or physical handicap may file a grievance as outlined in the City of Orange Grievance Procedure, Section 80.100 of the Personnel Policy and Procedure Manual.
- 6.11.2 Any City employee whose grievance has been submitted under 6.11.1 and has not been satisfied at the first step, may seek assistance from EEO Director before proceeding to the second step.
- 6.11.3 Any person who feels they have been the object of employment discrimination by the City based upon their race, creed, color, sex, national origin, age, marital status, medical condition or physical handicap will be referred to the Director, or his designee, who will investigate the matter to determine an effective course of action.

6.12 Employee/Employer Relations

- 6.12.1 Both the City representatives and recognized employee organizations are responsible for non-discrimination under provisions of EEO law.
- 6.12.2 The City representatives and employee organizations must audit their agreements to ensure that there are no discriminatory practices.
- 6.12.3 Legally, the City and employee organizations are obligated to eliminate any provisions of the agreement which have a discriminatory effect.
- 6.12.4 Every memorandum of understanding must include a policy statement of non-discrimination or a non-discrimination clause.

4.10.1 The Director and the Board shall be responsible for the overall management of the Corporation and shall ensure that the Corporation is managed in accordance with the provisions of the Corporation Act and the Corporation's Charter.

4.11 Financial Management

4.11.1 The Corporation shall prepare and submit to the Board an annual budget and a financial statement for each financial year. The budget shall be prepared in accordance with the provisions of the Corporation Act and the Corporation's Charter and shall be submitted to the Board for approval before the start of the financial year. The financial statement shall be prepared in accordance with the provisions of the Corporation Act and the Corporation's Charter and shall be submitted to the Board for approval after the end of the financial year.

4.11.2 The Corporation shall maintain accurate and up-to-date financial records and shall ensure that the financial records are audited by an independent auditor. The Corporation shall also ensure that the financial records are accessible to the public in accordance with the provisions of the Corporation Act and the Corporation's Charter.

4.11.3 The Corporation shall ensure that the financial resources are used in accordance with the provisions of the Corporation Act and the Corporation's Charter and shall ensure that the financial resources are used for the purposes of the Corporation. The Corporation shall also ensure that the financial resources are used in a manner that is consistent with the Corporation's mission and vision.

4.12 Information Management

4.12.1 The Corporation shall ensure that the information is managed in accordance with the provisions of the Corporation Act and the Corporation's Charter and shall ensure that the information is used for the purposes of the Corporation.

4.12.2 The Corporation shall ensure that the information is managed in a manner that is consistent with the Corporation's mission and vision and shall ensure that the information is used in a manner that is consistent with the Corporation's mission and vision.

4.12.3 The Corporation shall ensure that the information is managed in a manner that is consistent with the Corporation's mission and vision and shall ensure that the information is used in a manner that is consistent with the Corporation's mission and vision.

4.12.4 The Corporation shall ensure that the information is managed in a manner that is consistent with the Corporation's mission and vision and shall ensure that the information is used in a manner that is consistent with the Corporation's mission and vision.

7. ACCESSIBILITY OF FACILITIES TO HANDICAPPED PERSONS

7.1 Director of General Services Responsibilities

The potential physical barriers to employment of the physically handicapped will be continuously reviewed by the Director of General Services and, as appropriate and feasible, non-discriminatory access to the facilities of the City of Orange will be provided for the physically handicapped person.

ARTICLE 10. - GENERAL PROVISIONS

SECTION 1. - PURPOSE AND SCOPE

The purpose of this Ordinance is to establish a system of public health and safety regulations for the City of Chicago. The Ordinance shall be known as the Chicago Public Health and Safety Ordinance. It shall be the policy of the City of Chicago to protect the health and safety of its citizens and to promote the general welfare of the community. The Ordinance shall apply to all persons and property within the City of Chicago.

8. GOALS AND TIME-TABLES - UTILIZATION OF MINORITIES AND FEMALES

8.1 Policy

- 8.1.1 The City adopts a long range plan of attempting to fill all levels of available positions in direct relation to the availability of skills in the labor market.
- 8.1.2 The City Manager shall ensure that City and Department goals, time-tables, and adopted programs shall be continuously reviewed, evaluated, and remedial action taken as necessary. Necessary remedial actions will be predicated on the City survey of the labor market area in terms of population makeup, skills present, and availability for employment.
- 8.1.3 Numerical goals will not be based on efforts toward proportional representation of the male/female and majority/minority composition of the population, but will be based on analysis of skills available in the work force, as reported by the U. S. Census Bureau, Department of Labor, and the California Employment Development Department.
- 8.1.4 Once long range goals have been set for each under-utilized group in each job category, annual goals will be developed at the direction of the City Manager, with the assistance of Department Heads for the hiring, training, transferring and promoting to reach these goals within the indicated time frames.
- 8.1.5 Annual goals will depend on such factors as anticipated turnover, expansion, contraction, availability of persons with required skills, realistic appraisal of extent of skill necessary for particular jobs, time necessary to acquire such skill, possibility of on-the-job or other training to acquire skills, and similar considerations. Department Heads will assess these factors and set annual goals. The assistance of the Director and/or the Personnel Manager may be requested.
- 8.1.6 It shall be the responsibility of Department Heads to document their efforts towards meeting the annual and long range goals of their Department.

GOALS AND TIMING - EVALUATION OF MANPOWER AND TRAINING

2.1 Policy

- 2.1.1 The City Manager shall ensure that City and Department goals, time tables, and assigned programs shall be consistently reviewed, evaluated, and revised as needed. Necessary amendments will be presented to the City Council for their review and approval. The City Manager shall ensure that the City's goals and time tables are consistent with the City's overall goals and time tables.
- 2.1.2 The City Manager shall ensure that the City's goals and time tables are consistent with the City's overall goals and time tables. The City Manager shall ensure that the City's goals and time tables are consistent with the City's overall goals and time tables.
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- 2.1.6 The City Manager shall ensure that the City's goals and time tables are consistent with the City's overall goals and time tables. The City Manager shall ensure that the City's goals and time tables are consistent with the City's overall goals and time tables.

8.2 Relevant Labor Markets

In consideration of the appropriate labor market criteria described below, the relevant labor markets for the City of Orange for each EEOC job category are:

<u>CODE</u>	<u>EEOC Job Category</u>	<u>Relevant Labor Market</u>
1.	Officials and Administrators	So. Cal.*
2.	Professionals	So. Cal.*
3.	Technicians	So. Cal.*
4.	Protective Service Workers	So. Cal.*
5.	Paraprofessionals	Orange County
6.	Office and Clerical	Orange County
7.	Skilled Craft Workers	Orange County
8.	Service Maintenance	Orange County

* Southern California is defined as the Standard Metropolitan Statistical Area (SMSA) of Orange, Los Angeles, Riverside-San Bernardino-Ontario, and San Diego Counties.

8.2.1 Labor Market Criteria

Under-utilization is defined as having fewer minorities and women in a particular job classification than would reasonably be expected by their availability in the relevant labor market. The following factors should be utilized as guidelines to consider in an analysis of the appropriate labor market to set goals for job categories:

8.2.1.1 Minority and female population of the area included in the various labor markets used by the City.

8.2.1.2 Availability of females seeking employment in the recruitment area of the City.

- 8.2.1.3 Size of the minority/female unemployment force in the relevant labor market.
- 8.2.1.4 Percentage of the minority/female work force as compared with the total work force in the relevant labor market.
- 8.2.1.5 General availability of minorities/females having requisite skills in the relevant labor market.
- 8.2.1.6 Availability of minorities/females having requisite skills in an area in which the City can reasonably recruit.
- 8.2.1.7 Availability of promotable and transferable minority/female employees within the City.
- 8.2.1.8 Existence of training institutions capable of providing training in the requisite skills.
- 8.2.1.9 Degree of training which the City and/or Department is reasonably able to undertake as a means of making job classes available to minorities/females.
- 8.2.1.10 The appropriate labor market is that area (National, State of California, Southern California, Orange County) from which the City normally recruits for a specified category of jobs. Appendix F contains the EEOC "Description of Job Categories" utilized in work force analysis and the City's "Designation of Relevant Labor Markets" for goal setting purposes is included in Section 8.2.
- 8.2.1.11 Labor force data used to determine goals for job categories, will, insofar as practical, include only occupations found within the City's work force.

- 8.2.1.1 Size of the minority/ethnic unemployment force in the relevant labor market.
- 8.2.1.2 Percentage of the minority/ethnic unemployment force in the relevant labor market.
- 8.2.1.3 General availability of minority/ethnic labor having specific skills in the relevant labor market.
- 8.2.1.4 Availability of minority/ethnic labor having specific skills in an area in which the City can reasonably benefit.
- 8.2.1.5 Availability of minority/ethnic employees within the City.
- 8.2.1.6 Existence of training facilities capable of providing training in the specific skills.
- 8.2.1.7 Degree of training within the City and/or Department is reasonably able to undertake as a means of training for minority/ethnic employees.
- 8.2.1.8 The geographic labor market in that area (National, State or Metropolitan, Southern California, Orange County) from which the City normally recruits for a specified category of jobs. Appendix 7 contains the City's description of job categories, listed in order from highest and the City's "Designation of Relevant Labor Market" for each specific category is included in Section 8.2.
- 8.2.1.9 Labor force data used to determine goals for job categories will include as practical, economic and organizational factors within the City's work force.

8.3 Review of Goals

- 8.3.1 The City Manager shall conduct periodic staff meetings with Department Heads and the Director to report any progress made toward the accomplishment of the City's EEO Program.

8.4 Long Range Goals

Long range utilization goals for the City and for each Department appear on the following pages. Long range goals have been calculated from labor force data, as described in 8.1 and 8.2. Two pages are used for All City Long Range and Annual Tables. The Percentage Table indicates the City's goals as derived from labor force data, and as modified to increase utilization of females. As goal percentages are the same for all long range or all annual goals, percentage pages appear only for All City. The Personnel Division is responsible for providing quarterly EEO-4 reports to Department Heads.

8.3 Review of Goals

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8.4 Long-Range Goals

Long range utilization goals for the City and for each department appear on the following pages. Long range goals have been calculated from labor force data as described in 8.1 and 8.2. Two pages are used for all City Long Range and Annual Goals. The percentage table indicates the City's goals as derived from labor force data, and as modified to increase utilization of females. As goal percentages are the same for all long range or all annual goals, percentage pages appear only for all City. The Personnel Division is responsible for providing quarterly EEO-4 reports to Department Heads.

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EOP Page 8.5

8.4.1 UTILIZATION GOALS Long Range											GOAL ACTUAL
ALL CITY	TOTAL	TOTAL BY SEX		M A L E				F E M A L E			
Count	596 586	M	F	WHITE	BLACK	SSA	OTHER	WHITE	BLACK	SSA	OTHER
OFFICIALS/ ADMIN.	23 23	19 20	4 3	17 18	0 0	1 1	1 1	4 3	0 0	0 0	0 0
PROFESSIONAL	100 97	88 88	12 9	72 79	4 0	6 3	6 6	9 7	0 0	2 1	1 1
TECHNICIANS	48 48	46 47	2 1	38 46	1 0	6 1	1 0	2 1	0 0	0 0	0 0
PROTECTIVE SVC. & PARA-PROFESS.	187 184	171 171	16 13	145 153	7 3	14 11	5 4	14 12	1 1	1 0	0 0
OFFICE/ CLERICAL	110 106	5 5	105 101	1 1	0 0	1 1	3 3	*94 94	*2 0	*7 5	*2 2
SKILLED CRAFT	51 51	49 49	2 2	35 35	0 0	12 12	2 2	2 2	0 0	0 0	0 0
SERVICE/ MAINTENANCE	77 77	72 75	5 2	50 54	0 0	21 21	1 0	4 1	0 0	1 1	0 0
TOTAL	596 586	450 455	146 131	358 386	12 3	61 50	19 16	129 120	3 1	11 7	3 3

UTILIZATION GOALS

EOP SECTION 8

City Work Force Data As Of January 27, 1976.Labor Market Data From California Employment Development Department As Of August 5, 1973.

*Goal in excess of Labor Market Data

FORM NO. 10-60 (REV. 1-55)

THIS IS A SUMMARY OF THE INFORMATION CONTAINED IN THE ATTACHED DOCUMENTS. IT IS NOT TO BE USED AS A SUBSTITUTE FOR THE ORIGINAL DOCUMENTS.

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911. NAME		912. ADDRESS		913. CITY		914. STATE		915. ZIP					

8.4.1.1 UTILIZATION GOALS Long Range											GOAL ACTUAL
ALL CITY	TOTAL	TOTAL BY SEX		M A L E				F E M A L E			
Percentage	100	M	F	WHITE	BLACK	SSA	OTHER	WHITE	BLACK	SSA	OTHER
OFFICIALS/ ADMIN.	100	80.5	19.5	71.1	1.8	5.9	1.7	17.0	0.7	1.4	0.4
		87.0	13.0	78.3	0	4.3	4.4	13.0	0	0	0
PROFESSIONAL	100	95.1	4.9	80.7	4.4	7.0	3.0	4.3	0.2	0.3	0.1
		90.7	9.3	81.4	0	3.1	6.2	7.2	0	1.1	1.0
TECHNICIANS	100	95.5	4.5	76.2	3.7	13.0	2.6	3.7	0.3	0.3	0.2
		97.9	2.1	95.8	0	2.1	0	2.1	0	0	0
PROTECTIVE SVC. & PARA-PROFESS.	100	91.4	8.6	77.4	4.8	7.0	2.2	7.6	0.5	0.5	0.0
		92.9	7.1	83.1	1.6	6.0	2.2	6.5	0.6	0	0
OFFICE/ CLERICAL	100	5.2	94.8	1.7	0	0.9	2.6	*86.0	*0.9	*7.0	0.9
		4.7	95.3	0.9	0	1.0	2.8	88.7	0	4.7	1.9
SKILLED CRAFT	100	95.4	4.6	83.0	0.4	10.8	1.2	4.0	0	0.5	0.1
		96.1	3.9	68.6	0	23.5	3.9	3.9	0	0	0
SERVICE/ MAINTENANCE	100	94.0	6.0	74.7	1.1	16.0	2.2	4.9	0.1	0.9	0.1
		97.4	2.6	70.1	0	27.3	0	1.3	0	1.3	0
TOTAL	100	75.5	24.5	60.1	2.0	10.2	3.2	21.7	0.5	1.8	0.5
		77.6	22.4	65.9	0.5	8.5	2.7	20.5	0.2	1.2	0.5

City Work Force Data As Of 1-27-76.Labor Market Data From California Employment Development Department As Of 8-5-73.

*Goal in excess of Labor Market Data.

UTILIZATION GOALS

8.4 . 2											GOAL ACTUAL
UTILIZATION GOALS											
City Manager Count	TOTAL	TOTAL BY SEX		M A L E				F E M A L E			
		M	F	WHITE	BLACK	SSA	OTHER	WHITE	BLACK	SSA	OTHER
OFFICIALS/ ADMIN.	1	1	0	1	0	0	0	0	0	0	0
PROFESSIONAL	2	2	0	2	0	0	0	0	0	0	0
TECHNICIANS	0										
PROTECTIVE SVC. & PARA-PROFESS.	0										
OFFICE/ CLERICAL	3	0	3	0	0	0	0	*3	0	0	0
SKILLED CRAFT	0										
SERVICE/ MAINTENANCE	0										

City Work Force Data As Of 1-27-76.Labor Market Data From California Employment Development Department As Of 8-5-73.

* Goal in excess of Labor Market Data

Project: [Project Name] Date: [Date] Page: 10 of 10

Project	Phase	Task	Start Date	End Date	Duration	Progress	Assignee	Status
Project A	Phase 1	Task 1.1	2023-01-01	2023-01-05	5 days	100%	John Doe	Completed
		Task 1.2	2023-01-06	2023-01-10	5 days	100%	Jane Smith	Completed
		Task 1.3	2023-01-11	2023-01-15	5 days	100%	John Doe	Completed
		Task 1.4	2023-01-16	2023-01-20	5 days	100%	Jane Smith	Completed
Project B	Phase 2	Task 2.1	2023-01-21	2023-01-25	5 days	100%	John Doe	Completed
		Task 2.2	2023-01-26	2023-01-30	5 days	100%	Jane Smith	Completed
		Task 2.3	2023-01-31	2023-02-04	5 days	100%	John Doe	Completed
		Task 2.4	2023-02-05	2023-02-09	5 days	100%	Jane Smith	Completed
Project C	Phase 3	Task 3.1	2023-02-10	2023-02-14	5 days	100%	John Doe	Completed
		Task 3.2	2023-02-15	2023-02-19	5 days	100%	Jane Smith	Completed
		Task 3.3	2023-02-20	2023-02-24	5 days	100%	John Doe	Completed
		Task 3.4	2023-02-25	2023-02-29	5 days	100%	Jane Smith	Completed
Project D	Phase 4	Task 4.1	2023-03-01	2023-03-05	5 days	100%	John Doe	Completed
		Task 4.2	2023-03-06	2023-03-10	5 days	100%	Jane Smith	Completed
		Task 4.3	2023-03-11	2023-03-15	5 days	100%	John Doe	Completed
		Task 4.4	2023-03-16	2023-03-20	5 days	100%	Jane Smith	Completed
Project E	Phase 5	Task 5.1	2023-03-21	2023-03-25	5 days	100%	John Doe	Completed
		Task 5.2	2023-03-26	2023-03-30	5 days	100%	Jane Smith	Completed
		Task 5.3	2023-03-31	2023-04-04	5 days	100%	John Doe	Completed
		Task 5.4	2023-04-05	2023-04-09	5 days	100%	Jane Smith	Completed
Project F	Phase 6	Task 6.1	2023-04-10	2023-04-14	5 days	100%	John Doe	Completed
		Task 6.2	2023-04-15	2023-04-19	5 days	100%	Jane Smith	Completed
		Task 6.3	2023-04-20	2023-04-24	5 days	100%	John Doe	Completed
		Task 6.4	2023-04-25	2023-04-29	5 days	100%	Jane Smith	Completed
Project G	Phase 7	Task 7.1	2023-05-01	2023-05-05	5 days	100%	John Doe	Completed
		Task 7.2	2023-05-06	2023-05-10	5 days	100%	Jane Smith	Completed
		Task 7.3	2023-05-11	2023-05-15	5 days	100%	John Doe	Completed
		Task 7.4	2023-05-16	2023-05-20	5 days	100%	Jane Smith	Completed
Project H	Phase 8	Task 8.1	2023-05-21	2023-05-25	5 days	100%	John Doe	Completed
		Task 8.2	2023-05-26	2023-05-30	5 days	100%	Jane Smith	Completed
		Task 8.3	2023-05-31	2023-06-04	5 days	100%	John Doe	Completed
		Task 8.4	2023-06-05	2023-06-09	5 days	100%	Jane Smith	Completed
Project I	Phase 9	Task 9.1	2023-06-10	2023-06-14	5 days	100%	John Doe	Completed
		Task 9.2	2023-06-15	2023-06-19	5 days	100%	Jane Smith	Completed
		Task 9.3	2023-06-20	2023-06-24	5 days	100%	John Doe	Completed
		Task 9.4	2023-06-25	2023-06-29	5 days	100%	Jane Smith	Completed
Project J	Phase 10	Task 10.1	2023-07-01	2023-07-05	5 days	100%	John Doe	Completed
		Task 10.2	2023-07-06	2023-07-10	5 days	100%	Jane Smith	Completed
		Task 10.3	2023-07-11	2023-07-15	5 days	100%	John Doe	Completed
		Task 10.4	2023-07-16	2023-07-20	5 days	100%	Jane Smith	Completed

UTILIZATION GOALS

8.4.3 UTILIZATION GOALS Long Range											GOAL ACTUAL
City Attorney Count	TOTAL	TOTAL BY SEX		M A L E				F E M A L E			
	5 4	M	F	WHITE	BLACK	SSA	OTHER	WHITE	BLACK	SSA	OTHER
OFFICIALS/ ADMIN.	1	1	0	1	0	0	0	0	0	0	0
PROFESSIONAL	2	1	1	1	0	0	0	1 ^a	0	0	0
TECHNICIANS	0										
PROTECTIVE SVC. & PARA-PROFESS.	0										
OFFICE/ CLERICAL	2	0	2	0	0	0	0	2	0	0	0
SKILLED CRAFT	0										
SERVICE/ MAINTENANCE	0										

City Work Force Data As Of 1-27-76.

Labor Market Data From California Employment Development Department As Of 8-5-73.

a. Possible expansion

8.4.4 UTILIZATION GOALS Long Range											GOAL ACTUAL
City Clerk	TOTAL	TOTAL BY SEX		M A L E				F E M A L E			
Count	5	M	F	WHITE	BLACK	SSA	OTHER	WHITE	BLACK	SSA	OTHER
OFFICIALS/ ADMIN.	2	0 0	2* 2	0 0	0 0	0 0	0 0	2* 2	0 0	0 0	0 0
PROFESSIONAL	0										
TECHNICIANS	0										
PROTECTIVE SVC. & PARA-PROFESS.	0										
OFFICE/ CLERICAL	3	0 0	3 3	0 0	0 0	0 0	0 0	*3 3	0 0	0 0	0 0
SKILLED CRAFT	0										
SERVICE/ MAINTENANCE	0										

UTILIZATION GOALS

City Work Force Data As Of 1-27-76.Labor Market Data From California Employment Development Department As Of 8-5-73.

*Goal in excess of Labor Market Data

UTILIZATION GOALS

8.4.5 UTILIZATION GOALS Long Range											GOAL ACTUAL
FIRE DEPT.	TOTAL	TOTAL BY SEX		M A L E				F E M A L E			
Count	119	M	F	WHITE	BLACK	SSA	OTHER	WHITE	BLACK	SSA	OTHER
OFFICIALS/ ADMIN.	2	2 2	0 0	2 2	0 0	0 0	0 0	0 0	0 0	0 0	0 0
PROFESSIONAL	32	32 32	0 0	27 30	1 0	2 0	2 2	0 0	0 0	0 0	0 0
TECHNICIANS	4	4 4	0 0	3 4	0 0	1 0	0 0	0 0	0 0	0 0	0 0
PROTECTIVE SVC. & PARA-PROFESS.	76	75 75	1 1	64 68	2 1	7 5	2 1	1 1	0 0	0 0	0 0
OFFICE/ CLERICAL	3	0 0	3 3	0 0	0 0	0 0	0 0	*2 2	0 0	0 0	*1 1
SKILLED CRAFT	2	2 2	0 0	2 2	0 0	0 0	0 0	0 0	0 0	0 0	0 0
SERVICE/ MAINTENANCE	0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0

City Work Force Data As Of 1-27-76.

Labor Market Data From California Employment Development Department As Of 8-5-73.

**Goal in excess of Labor Market Data

8.4.6 UTILIZATION GOALS Long Range											GOAL ACTUAL
Library Count	TOTAL	TOTAL BY SEX		M A L E				F E M A L E			
		M	F	WHITE	BLACK	SSA	OTHER	WHITE	BLACK	SsA	OTHER
	36										
OFFICIALS/ ADMIN.	1	1	0	1	0	0	0	0	0	0	0
		1	0	1	0	0	0	0	0	0	0
PROFESSIONAL	9	3	6	2	1	0	0	4	0	1	1
		3	6	3	0	0	0	4	0	1	1
TECHNICIANS	1	1	0	1	0	0	0	0	0	0	0
		1	0	1	0	0	0	0	0	0	0
PROTECTIVE SVC. & PARA-PROFESS.	0										
OFFICE/ CLERICAL	25	2	23	0	0	0	2	*20	*1	1	1
		2	23	0	0	0	2	21	0	1	1
SKILLED CRAFT	0										
SERVICE/ MAINTENANCE	0										

UTILIZATION GOALS

City Work Force Data As Of 1-27-76.Labor Market Data From California Employment Development Department As Of 8-5-73.

* Goal in excess of Labor Market Data

8.4 .7											GOAL
UTILIZATION GOALS											ACTUAL
Management Services Count	TOTAL	TOTAL BY SEX		M A L E				F E M A L E			
		M	F	WHITE	BLACK	SSA	OTHER	WHITE	BLACK	SSA	OTHER
	59										
	57										
OFFICIALS/ ADMIN.	6	5	1	5	0	0	0	1	0	0	0
		5	1	5	0	0	0	1	0	0	0
PROFESSIONAL	9	8	1	7	0	0	1	1	0	0	0
		8	1	7	0	0	1	1	0	0	0
TECHNICIANS	0										
PROTECTIVE SVC. & PARA-PROFESS.	1	0	1	0	0	0	0	*1	0	0	0
		0	1	0	0	0	0	1	0	0	0
OFFICE/ CLERICAL	26	2	24	1	0	**0	1	***22	0	***2a	0
	24	2	22	1	0	0	1	22	0	0	0
SKILLED CRAFT	8	7	1	5	0	1	1	1	0	0	0
		7	1	5	0	1	1	1	0	0	0
SERVICE/ MAINTENANCE		8	1	6	0	2	0	1	0	0	0
	9	8	1	6	0	2	0	1	0	0	0

UTILIZATION GOALS

City Work Force Data As Of 1-27-76.Labor Market Data From California Employment Development Department As Of 8-5-73.

* Goal adjusted to retain as female goal in lieu of math goal of 1 "White" male.

** Computes as 1, adjusted to retain presently employed "other" in goal.

***Goal in excess of Labor Market Data

a. Possible expansion

UTILIZATION GOALS

8.4.8 UTILIZATION GOALS Long Range											GOAL ACTUAL
Planning and Development Services Count	TOTAL	TOTAL BY SEX		M A L E				F E M A L E			
	30 29	M	F	WHITE	BLACK	SSA	OTHER	WHITE	BLACK	SSA	OTHER
OFFICIALS/ ADMIN.	1	1	0	0	0	0	*1	0	0	0	0
PROFESSIONAL	14 13	12	2	9	*1	1	1	1	0	1 ^a	0
TECHNICIANS	9	8	*1	8	0	0	0	*1	0	0	0
PROTECTIVE SVC. & PARA-PROFESS.	0										
OFFICE/ CLERICAL	6	0	6	0	0	0	0	*5	0	*1	0
SKILLED CRAFT	0										
SERVICE/ MAINTENANCE	0										

City Work Force Data As Of 1-27-76.

Labor Market Data From California Employment Development Department As Of 8-5-73.

*Goal in excess of Labor Market Data

a. Possible expansion

Table 1: Summary of Data

Category	Sub-category	Values									
		1	2	3	4	5	6	7	8	9	10
Group A	Sub A1	10	20	30	40	50	60	70	80	90	100
	Sub A2	15	25	35	45	55	65	75	85	95	105
Group B	Sub B1	20	30	40	50	60	70	80	90	100	110
	Sub B2	25	35	45	55	65	75	85	95	105	115
Group C	Sub C1	30	40	50	60	70	80	90	100	110	120
	Sub C2	35	45	55	65	75	85	95	105	115	125
Group D	Sub D1	40	50	60	70	80	90	100	110	120	130
	Sub D2	45	55	65	75	85	95	105	115	125	135
Group E	Sub E1	50	60	70	80	90	100	110	120	130	140
	Sub E2	55	65	75	85	95	105	115	125	135	145
Group F	Sub F1	60	70	80	90	100	110	120	130	140	150
	Sub F2	65	75	85	95	105	115	125	135	145	155
Group G	Sub G1	70	80	90	100	110	120	130	140	150	160
	Sub G2	75	85	95	105	115	125	135	145	155	165
Group H	Sub H1	80	90	100	110	120	130	140	150	160	170
	Sub H2	85	95	105	115	125	135	145	155	165	175
Group I	Sub I1	90	100	110	120	130	140	150	160	170	180
	Sub I2	95	105	115	125	135	145	155	165	175	185
Group J	Sub J1	100	110	120	130	140	150	160	170	180	190
	Sub J2	105	115	125	135	145	155	165	175	185	195

8.4.9 UTILIZATION GOALS Long Range											GOAL ACTUAL
Police Department Count	TOTAL	TOTAL BY SEX		M A L E				F E M A L E			
		M	F	WHITE	BLACK	SSA	OTHER	WHITE	BLACK	SSA	OTHER
	160										
	157										
OFFICIALS/ ADMIN.	1	1	0	1	0	0	0	0	0	0	0
PROFESSIONAL	8	8	0	8	0	*0	0	0	0	0	0
TECHNICIANS	14	13	1	10	0	2	1	1	0	0	0
PROTECTIVE SVC. & PARA-PROFESS.	110	96	14	81	5	7	**3	12	1	1 ^a	0
	107	96	11	85	2	6	3	10	1	0	0
OFFICE/ CLERICAL	29	1	28	0	0	1	0	**25 ^a	1 ^a	**2	0
	27	1	26	0	0	1	0	24	0	2	0
SKILLED CRAFT	0										
SERVICE/ MAINTENANCE	0										

UTILIZATION GOALS

City Work Force Data As Of 1-27-76.Labor Market Data From California Employment Development Department As Of 8-5-73.

*Computes as 1, adjusted to accommodate Citywide goals.

**Goal in excess of Labor Market Data.

a. Possible expansion.

WISCONSIN STATE

1. Name of person	2. Address	3. City	4. State	5. Zip	6. Date	7. Initials	8. Signature	9. Remarks
10. Name of person	11. Address	12. City	13. State	14. Zip	15. Date	16. Initials	17. Signature	18. Remarks
19. Name of person	20. Address	21. City	22. State	23. Zip	24. Date	25. Initials	26. Signature	27. Remarks
28. Name of person	29. Address	30. City	31. State	32. Zip	33. Date	34. Initials	35. Signature	36. Remarks
37. Name of person	38. Address	39. City	40. State	41. Zip	42. Date	43. Initials	44. Signature	45. Remarks
46. Name of person	47. Address	48. City	49. State	50. Zip	51. Date	52. Initials	53. Signature	54. Remarks
55. Name of person	56. Address	57. City	58. State	59. Zip	60. Date	61. Initials	62. Signature	63. Remarks
64. Name of person	65. Address	66. City	67. State	68. Zip	69. Date	70. Initials	71. Signature	72. Remarks
73. Name of person	74. Address	75. City	76. State	77. Zip	78. Date	79. Initials	80. Signature	81. Remarks
82. Name of person	83. Address	84. City	85. State	86. Zip	87. Date	88. Initials	89. Signature	90. Remarks
91. Name of person	92. Address	93. City	94. State	95. Zip	96. Date	97. Initials	98. Signature	99. Remarks
100. Name of person	101. Address	102. City	103. State	104. Zip	105. Date	106. Initials	107. Signature	108. Remarks
109. Name of person	110. Address	111. City	112. State	113. Zip	114. Date	115. Initials	116. Signature	117. Remarks
118. Name of person	119. Address	120. City	121. State	122. Zip	123. Date	124. Initials	125. Signature	126. Remarks
127. Name of person	128. Address	129. City	130. State	131. Zip	132. Date	133. Initials	134. Signature	135. Remarks
136. Name of person	137. Address	138. City	139. State	140. Zip	141. Date	142. Initials	143. Signature	144. Remarks
145. Name of person	146. Address	147. City	148. State	149. Zip	150. Date	151. Initials	152. Signature	153. Remarks
154. Name of person	155. Address	156. City	157. State	158. Zip	159. Date	160. Initials	161. Signature	162. Remarks
163. Name of person	164. Address	165. City	166. State	167. Zip	168. Date	169. Initials	170. Signature	171. Remarks
172. Name of person	173. Address	174. City	175. State	176. Zip	177. Date	178. Initials	179. Signature	180. Remarks
181. Name of person	182. Address	183. City	184. State	185. Zip	186. Date	187. Initials	188. Signature	189. Remarks
190. Name of person	191. Address	192. City	193. State	194. Zip	195. Date	196. Initials	197. Signature	198. Remarks
199. Name of person	200. Address	201. City	202. State	203. Zip	204. Date	205. Initials	206. Signature	207. Remarks
208. Name of person	209. Address	210. City	211. State	212. Zip	213. Date	214. Initials	215. Signature	216. Remarks
217. Name of person	218. Address	219. City	220. State	221. Zip	222. Date	223. Initials	224. Signature	225. Remarks
226. Name of person	227. Address	228. City	229. State	230. Zip	231. Date	232. Initials	233. Signature	234. Remarks
235. Name of person	236. Address	237. City	238. State	239. Zip	240. Date	241. Initials	242. Signature	243. Remarks
244. Name of person	245. Address	246. City	247. State	248. Zip	249. Date	250. Initials	251. Signature	252. Remarks
253. Name of person	254. Address	255. City	256. State	257. Zip	258. Date	259. Initials	260. Signature	261. Remarks
262. Name of person	263. Address	264. City	265. State	266. Zip	267. Date	268. Initials	269. Signature	270. Remarks
271. Name of person	272. Address	273. City	274. State	275. Zip	276. Date	277. Initials	278. Signature	279. Remarks
280. Name of person	281. Address	282. City	283. State	284. Zip	285. Date	286. Initials	287. Signature	288. Remarks
289. Name of person	290. Address	291. City	292. State	293. Zip	294. Date	295. Initials	296. Signature	297. Remarks
298. Name of person	299. Address	300. City	301. State	302. Zip	303. Date	304. Initials	305. Signature	306. Remarks
307. Name of person	308. Address	309. City	310. State	311. Zip	312. Date	313. Initials	314. Signature	315. Remarks
316. Name of person	317. Address	318. City	319. State	320. Zip	321. Date	322. Initials	323. Signature	324. Remarks
325. Name of person	326. Address	327. City	328. State	329. Zip	330. Date	331. Initials	332. Signature	333. Remarks
334. Name of person	335. Address	336. City	337. State	338. Zip	339. Date	340. Initials	341. Signature	342. Remarks
343. Name of person	344. Address	345. City	346. State	347. Zip	348. Date	349. Initials	350. Signature	351. Remarks
352. Name of person	353. Address	354. City	355. State	356. Zip	357. Date	358. Initials	359. Signature	360. Remarks
359. Name of person	360. Address	361. City	362. State	363. Zip	364. Date	365. Initials	366. Signature	367. Remarks
368. Name of person	369. Address	370. City	371. State	372. Zip	373. Date	374. Initials	375. Signature	376. Remarks
377. Name of person	378. Address	379. City	380. State	381. Zip	382. Date	383. Initials	384. Signature	385. Remarks
386. Name of person	387. Address	388. City	389. State	390. Zip	391. Date	392. Initials	393. Signature	394. Remarks
395. Name of person	396. Address	397. City	398. State	399. Zip	400. Date	401. Initials	402. Signature	403. Remarks
404. Name of person	405. Address	406. City	407. State	408. Zip	409. Date	410. Initials	411. Signature	412. Remarks
413. Name of person	414. Address	415. City	416. State	417. Zip	418. Date	419. Initials	420. Signature	421. Remarks
422. Name of person	423. Address	424. City	425. State	426. Zip	427. Date	428. Initials	429. Signature	430. Remarks
431. Name of person	432. Address	433. City	434. State	435. Zip	436. Date	437. Initials	438. Signature	439. Remarks
440. Name of person	441. Address	442. City	443. State	444. Zip	445. Date	446. Initials	447. Signature	448. Remarks
449. Name of person	450. Address	451. City	452. State	453. Zip	454. Date	455. Initials	456. Signature	457. Remarks
458. Name of person	459. Address	460. City	461. State	462. Zip	463. Date	464. Initials	465. Signature	466. Remarks
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476. Name of person	477. Address	478. City	479. State	480. Zip	481. Date	482. Initials	483. Signature	484. Remarks
485. Name of person	486. Address	487. City	488. State	489. Zip	490. Date	491. Initials	492. Signature	493. Remarks
494. Name of person	495. Address	496. City	497. State	498. Zip	499. Date	500. Initials	501. Signature	502. Remarks
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512. Name of person	513. Address	514. City	515. State	516. Zip	517. Date	518. Initials	519. Signature	520. Remarks
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530. Name of person	531. Address	532. City	533. State	534. Zip	535. Date	536. Initials	537. Signature	538. Remarks
539. Name of person	540. Address	541. City	542. State	543. Zip	544. Date	545. Initials	546. Signature	547. Remarks
548. Name of person	549. Address	550. City	551. State	552. Zip	553. Date	554. Initials	555. Signature	556. Remarks
557. Name of person	558. Address	559. City	560. State	561. Zip	562. Date	563. Initials	564. Signature	565. Remarks
566. Name of person	567. Address	568. City	569. State	570. Zip	571. Date	572. Initials	573. Signature	574. Remarks
575. Name of person	576. Address	577. City	578. State	579. Zip	580. Date	581. Initials	582. Signature	583. Remarks
584. Name of person	585. Address	586. City	587. State	588. Zip	589. Date	590. Initials	591. Signature	592. Remarks
593. Name of person	594. Address	595. City	596. State	597. Zip	598. Date	599. Initials	600. Signature	601. Remarks
602. Name of person	603. Address	604. City	605. State	606. Zip	607. Date	608. Initials	609. Signature	610. Remarks
611. Name of person	612. Address	613. City	614. State	615. Zip	616. Date	617. Initials	618. Signature	619. Remarks
620. Name of person	621. Address	622. City	623. State	624. Zip	625. Date	626. Initials	627. Signature	628. Remarks
629. Name of person	630. Address	631. City	632. State	633. Zip	634. Date	635. Initials	636. Signature	637. Remarks
638. Name of person	639. Address	640. City	641. State	642. Zip	643. Date	644. Initials	645. Signature	646. Remarks
647. Name of person	648. Address	649. City	650. State	651. Zip	652. Date	653. Initials	654. Signature	655. Remarks
656. Name of person	657. Address	658. City	659. State	660. Zip	661. Date	662. Initials	663. Signature	664. Remarks
665. Name of person	666. Address	667. City	668. State	669. Zip	670. Date	671. Initials	672. Signature	673. Remarks
674. Name of person	675. Address	676. City	677. State	678. Zip	679. Date	680. Initials	681. Signature	682. Remarks
683. Name of person	684. Address	685. City	686. State	687. Zip	688. Date	689. Initials	690. Signature	691. Remarks
692. Name of person	693. Address	694. City	695. State	696. Zip	697. Date	698. Initials	699. Signature	700. Remarks
699. Name of person	700. Address	701. City	702. State	703. Zip	704. Date	705. Initials	706. Signature	707. Remarks
708. Name of person	709. Address	710. City	711. State	712. Zip	713. Date	714. Initials	715. Signature	716. Remarks
717. Name of person	718. Address	719. City	720. State	721. Zip	722. Date	723. Initials	724. Signature	725. Remarks
726. Name of person	727. Address	728. City	729. State	730. Zip	731. Date	732. Initials	733. Signature	734. Remarks
735. Name of person	736. Address	737. City	738. State	739. Zip	740. Date	741. Initials	742. Signature	743. Remarks
744. Name of person	745. Address	746. City	747. State	748. Zip	749. Date	750. Initials	751. Signature	752. Remarks
753. Name of person	754. Address	755. City	756. State	757. Zip	758. Date	759. Initials	760. Signature	761. Remarks
762. Name of person	763. Address	764. City	765. State	766. Zip	767. Date	768. Initials	769. Signature	770. Remarks
771. Name of person	772. Address	773. City	774. State	775. Zip	776. Date	777. Initials	778. Signature	779. Remarks
780. Name of person	781. Address	782. City	783. State	784. Zip	785. Date	786. Initials	787. Signature	788. Remarks
789. Name of person	790. Address	791. City	792. State	793. Zip	794. Date	795. Initials	796. Signature	797. Remarks
798. Name of person	799. Address	800. City	801. State	802. Zip	803. Date	804. Initials	805. Signature	806. Remarks
807. Name of person	808. Address	809. City	810. State	811. Zip	812. Date	813. Initials	814. Signature	815. Remarks
816. Name of person	817. Address	818. City	819. State	820. Zip	821. Date	822. Initials	823. Signature	824. Remarks
825. Name of person	826. Address	827. City	828. State	829. Zip	830. Date	831. Initials	832. Signature	833. Remarks
834. Name of person	835. Address	836. City	837. State	838. Zip	839. Date	840. Initials	841. Signature	842. Remarks
843. Name of person	844. Address	845. City	846. State	847. Zip	848. Date	849. Initials	850. Signature	851. Remarks
852. Name of person	853. Address	854. City	855. State	856. Zip	857. Date	858. Initials	859. Signature	860. Remarks
861. Name of person	862. Address	863. City	864. State	865. Zip	866. Date	867. Initials	868. Signature	869. Remarks
870. Name of person	871. Address	872. City	873. State	874. Zip	875. Date	876. Initials	877. Signature	878. Remarks
879. Name of person	880. Address	881. City	882. State	883. Zip	884. Date	885. Initials	886. Signature	887. Remarks
888. Name of person	889. Address	890. City	891. State	892. Zip	893. Date	894. Initials	895. Signature	896. Remarks
897. Name of person	898. Address	899. City	900. State	901. Zip	902. Date	903. Initials	904. Signature	905. Remarks
906. Name of person	907. Address	908. City	909. State	910. Zip	911. Date	912. Initials	913. Signature	914. Remarks
915. Name of person	916. Address	917. City	918. State	919. Zip	920. Date	921. Initials	922. Signature	923. Remarks
924. Name of person	925. Address	926. City	927. State	928. Zip	929. Date	930. Initials	931. Signature	932. Remarks
933. Name of person	934. Address	935. City	936. State	937. Zip	938. Date	939. Initials	940. Signature	941. Remarks
942. Name of person	943. Address	944. City	945. State	946. Zip	947. Date	948. Initials	949. Signature	950. Remarks
951. Name of person	952. Address	953. City	954. State	955. Zip	956. Date	957. Initials	958. Signature	959. Remarks
960. Name of person	961. Address	962. City	963. State	964. Zip	965. Date	966. Initials	967. Signature	968. Remarks
969. Name of person	970. Address	971. City	972. State	973. Zip	974. Date	975. Initials	976. Signature	977. Remarks
978. Name of person	979. Address	980. City	981. State	982. Zip	983. Date	984. Initials	985. Signature	986. Remarks
987. Name of person	988. Address	989. City	990. State	991. Zip	992. Date	993. Initials	994. Signature	995. Remarks
996. Name of person	997. Address	998. City	999. State	1000. Zip	1001. Date	1002. Initials	1003. Signature	1004. Remarks
1005. Name of person	1006. Address	1007. City	1008. State	1009. Zip	1010. Date	1011. Initials	1012. Signature	1013. Remarks
1014. Name of person	1015. Address	1016. City	1017. State	1018. Zip	1019. Date	1020. Initials	1021. Signature	1022. Remarks
1023. Name of person	1024. Address	1025. City	1026. State	1027. Zip	1028. Date	1029. Initials	1030. Signature	1031. Remarks
1032. Name of person	1033. Address	1034. City	1035. State	1036. Zip	1037. Date	1038. Initials	1039. Signature	1040. Remarks
1041. Name of person	1042. Address	1043. City	1044. State	1045. Zip	1046. Date	1047. Initials	1048. Signature	1049. Remarks
1050. Name of person	1051. Address	1052. City	1053. State	1054. Zip	1055. Date	1056. Initials	1057. Signature	1058. Remarks
1059. Name of person	1060. Address	1061. City	1062. State	1063. Zip	1064. Date	1065. Initials	1066. Signature	1067. Remarks
1068. Name of person	1069. Address	1070. City	1071. State	1072. Zip	1073. Date	1074. Initials	1075. Signature	1076. Remarks
1077. Name of person	1078. Address	1079. City	1080. State	1081. Zip	1082. Date	1083. Initials	1084. Signature	1085. Remarks
1086. Name of person	1087. Address	1088. City	1089. State	1090. Zip	1091. Date	1092. Initials	1093. Signature	1094. Remarks
1095. Name of person	1096. Address	1097. City	1098. State	1099. Zip	1100. Date	1101. Initials	1102. Signature	1103. Remarks
1104. Name of person	1105. Address	1106. City	1107. State	1108. Zip	1109. Date	1110. Initials	1111. Signature	1112. Remarks
1113. Name of person	1114. Address	1115. City	1116. State	1117. Zip	1118. Date	1119. Initials	1120. Signature	1121. Remarks
1122. Name of person	1123. Address	1124. City	1125. State	1126. Zip	1127. Date	1128. Initials	1129. Signature	1130. Remarks
1131. Name of person	1132. Address	1133. City						

UTILIZATION GOALS

8.4.10 UTILIZATION GOALS Long Range											GOAL ACTUAL
Public Works Count	TOTAL	TOTAL BY SEX		M A L E				F E M A L E			
	122 121	M	F	WHITE	BLACK	SSA	OTHER	WHITE	BLACK	SSA	OTHER
OFFICIALS/ ADMIN.	5	4 5	1 0	3 4	0 0	1 1	0 0	1 0	0 0	0 0	0 0
PROFESSIONAL	16 15	15 15	1 0	12 13	*** 0	1 1	*1 1	1 ^a 0	0 0	0 0	0 0
TECHNICIANS	13	13	0	10 13	** 1 0	2 0	0 0	0 0	0 0	0 0	0 0
PROTECTIVE SVC. & PARA-PROFESS.	0										
OFFICE/ CLERICAL	7	0 0	7 7	0 0	0 0	0 0	0 0	***7 7	0 0	0 0	0 0
SKILLED CRAFT	29	28 28	1 1	19 19	0 0	9 9	0 0	1 1	0 0	0 0	0 0
SERVICE/ MAINTENANCE	52	49 51	3 1	33 36	0 0	15 15	1 0	2 0	0 0	1 1	0 0

City Work Force Data As Of 1-27-76.

Labor Market Data From California Employment Development Department As Of 8-5-73.

* Mathematical calculations would indicate 0, adjusted to retain presently employed "other"; subtracted from "SSA" goal.

** Equal weight for "Black" "Male", placed in "White" "Female". a. Possible expansion

*** Computes as 2, adjusted to accommodate Citywide goals.

**** Goal in excess of Labor Market Data

8.4.11 UTILIZATION GOALS Long Range											GOAL ACTUAL
Water Department	TOTAL	TOTAL BY SEX		M A L E				F E M A L E			
Count	42	M	F	WHITE	BLACK	SSA	OTHER	WHITE	BLACK	SSA	OTHER
OFFICIALS/ ADMIN.	2	2	0	2	0	***	0	0	0	0	0
PROFESSIONAL	5	5	0	3	0	1	*1	0	0	0	0
TECHNICIANS	7	7	0	6	0	1	0	0	0	0	0
PROTECTIVE SVC. & PARA-PROFESS.	0										
OFFICE/ CLERICAL	2	0	2	0	0	0	0	****1	0	****1	0
SKILLED CRAFT	12	12	0	9	0	2	*1	0	0	0	0
SERVICE/ MAINTENANCE	15	14	1	10	0	***4	0	1	0	0	0
		15	0	11	0	4	0	0	0	0	0

UTILIZATION GOALS

City Work Force Data As Of 1-27-76.Labor Market Data From California Employment Development Department As Of 8-5-73.

* Mathematic calculations would place at 0, adjusted to retain presently employed "other" in goal count; subtracted from "white" goal.

** Mathematical calculations would indicate 3, adjusted to retain presently employed "SSA" in goal count.

*** Computes as 1, adjusted to accomplish Citywide goals.

**** Goal in excess of Labor Market Data

8.4 .12											GOAL ACTUAL
UTILIZATION GOALS											
COMMUNITY SERVICES	TOTAL	TOTAL BY SEX		M A L E				F E M A L E			
		M	F	WHITE	BLACK	SSA	OTHER	WHITE	BLACK	SSA	OTHER
Count	9										
OFFICIALS/ ADMIN.	1	1	0	1	0	0	0	0	0	0	0
PROFESSIONAL	3	2	1	1	0	1	0	1	0	0	0
TECHNICIANS	0										
PROTECTIVE SVC. & PARA-PROFESS.	0										
OFFICE/ CLERICAL	4	0	4	0	0	0	0	*4	0	0	0
SKILLED CRAFT	0										
SERVICE/ MAINTENANCE	1	1	0	1	0	0	0	0	0	0	0

City Work Force Data As Of 1/27/76.

Labor Market Data From California Employment Development Department As Of 8/5/73.

* Goal in excess of Labor Market Data

Table 1: Summary of Data

Category	Sub-Category										Total
	1	2	3	4	5	6	7	8	9	10	
Group A	1	2	3	4	5	6	7	8	9	10	55
	1	2	3	4	5	6	7	8	9	10	55
Group B	1	2	3	4	5	6	7	8	9	10	55
	1	2	3	4	5	6	7	8	9	10	55
Group C	1	2	3	4	5	6	7	8	9	10	55
	1	2	3	4	5	6	7	8	9	10	55
Group D	1	2	3	4	5	6	7	8	9	10	55
	1	2	3	4	5	6	7	8	9	10	55
Group E	1	2	3	4	5	6	7	8	9	10	55
	1	2	3	4	5	6	7	8	9	10	55
Group F	1	2	3	4	5	6	7	8	9	10	55
	1	2	3	4	5	6	7	8	9	10	55
Group G	1	2	3	4	5	6	7	8	9	10	55
	1	2	3	4	5	6	7	8	9	10	55
Group H	1	2	3	4	5	6	7	8	9	10	55
	1	2	3	4	5	6	7	8	9	10	55
Group I	1	2	3	4	5	6	7	8	9	10	55
	1	2	3	4	5	6	7	8	9	10	55
Group J	1	2	3	4	5	6	7	8	9	10	55
	1	2	3	4	5	6	7	8	9	10	55
Group K	1	2	3	4	5	6	7	8	9	10	55
	1	2	3	4	5	6	7	8	9	10	55
Group L	1	2	3	4	5	6	7	8	9	10	55
	1	2	3	4	5	6	7	8	9	10	55
Group M	1	2	3	4	5	6	7	8	9	10	55
	1	2	3	4	5	6	7	8	9	10	55
Group N	1	2	3	4	5	6	7	8	9	10	55
	1	2	3	4	5	6	7	8	9	10	55
Group O	1	2	3	4	5	6	7	8	9	10	55
	1	2	3	4	5	6	7	8	9	10	55
Group P	1	2	3	4	5	6	7	8	9	10	55
	1	2	3	4	5	6	7	8	9	10	55
Group Q	1	2	3	4	5	6	7	8	9	10	55
	1	2	3	4	5	6	7	8	9	10	55
Group R	1	2	3	4	5	6	7	8	9	10	55
	1	2	3	4	5	6	7	8	9	10	55
Group S	1	2	3	4	5	6	7	8	9	10	55
	1	2	3	4	5	6	7	8	9	10	55
Group T	1	2	3	4	5	6	7	8	9	10	55
	1	2	3	4	5	6	7	8	9	10	55
Group U	1	2	3	4	5	6	7	8	9	10	55
	1	2	3	4	5	6	7	8	9	10	55
Group V	1	2	3	4	5	6	7	8	9	10	55
	1	2	3	4	5	6	7	8	9	10	55
Group W	1	2	3	4	5	6	7	8	9	10	55
	1	2	3	4	5	6	7	8	9	10	55
Group X	1	2	3	4	5	6	7	8	9	10	55
	1	2	3	4	5	6	7	8	9	10	55
Group Y	1	2	3	4	5	6	7	8	9	10	55
	1	2	3	4	5	6	7	8	9	10	55
Group Z	1	2	3	4	5	6	7	8	9	10	55
	1	2	3	4	5	6	7	8	9	10	55

8.5 Annual Goals

The annual goals for the City will be the sum of the annual goals of the Departments. Each year by December 15, Department Heads must formulate annual goals for their Departments and provide this information to the City Manager. Additional forms and assistance are available from the Personnel Manager.

8.5.1 UTILIZATION GOALS Annual											GOAL ACTUAL
ALL CITY	TOTAL	TOTAL BY SEX		M A L E				F E M A L E			
Count	587	M	F	WHITE	BLACK	SSA	OTHER	WHITE	BLACK	SSA	OTHER
OFFICIALS/ ADMIN.	23	20	3	18	0	1	1	3	0	0	0
PROFESSIONAL	95	86	9	75	1	4	6	7	0	1	1
TECHNICIANS	45	44	1	40	1	2	1	1	0	0	0
PROTECTIVE SVC. & PARA-PROFESS.	190	171	19	148	4	14	5	18	1	0	0
OFFICE/ CLERICAL	101	6	95	2	0	1	3	88	0	5	2
SKILLED CRAFT	55	53	2	38	0	13	2	2	0	0	0
SERVICE/ MAINTENANCE	78	75	3	52	0	22	1	2	0	1	0
All City	587	455	132	373	6	57	19	121	1	7	3

City Work Force Data As Of 3-26-76.

Labor Market Data From California Employment Development Department As Of 8/5/73.

8.5.1.1 UTILIZATION GOALS Annual											GOAL ACTUAL
ALL CITY	TOTAL	TOTAL BY SEX		M A L E				F E M A L E			
Percentage	100	M	F	WHITE	BLACK	SSA	OTHER	WHITE	BLACK	SSA	OTHER
OFFICIALS/ ADMIN.	100	87.0	13.0	78.3	0	4.4	4.3	13.0	0	0	0
		87.0	13.0	78.3	0	4.4	4.3	13.0	0	0	0
PROFESSIONAL	100	90.5	9.5	78.9	1.1	4.2	6.3	7.4	0	1.1	1.0
		90.4	9.6	83.0	0	2.1	5.3	7.4	0	1.1	1.1
TECHNICIANS	100	97.8	2.2	88.9	2.2	4.5	2.2	2.2	0	0	0
		97.8	2.2	91.1	2.2	2.3	2.2	2.2	0	0	0
PROTECTIVE SVC. & PARA-PROFESS.	100	90.0	10.0	77.9	2.1	7.4	2.6	9.5	0.5	0	0
		90.0	10.0	80.5	1.6	5.8	2.1	9.5	0.5	0	0
OFFICE/ CLERICAL	100	5.9	94.1	1.9	0	1.0	3.0	87.1	0	5.0	2.0
		5.9	94.1	1.9	0	1.0	3.0	88.1	0	4.0	2.0
SKILLED CRAFT	100	96.4	3.6	69.1	0	23.7	3.6	3.6	0	0	0
		96.4	3.6	69.1	0	23.7	3.6	3.6	0	0	0
SERVICE/ MAINTENANCE	100	96.2	3.8	66.7	0	28.2	1.3	2.5	0	1.3	0
		97.4	2.6	69.2	0	28.2	0	1.3	0	1.3	0
ALL CITY	100	77.5	22.5	63.6	1.0	9.7	3.2	20.6	0.2	1.2	0.5
		77.6	22.4	65.5	0.7	8.7	2.7	20.7	0.2	1.0	0.5

City Work Force Data As Of 3-26-76.

Labor Market Data From California Employment Development Department As Of 8-5-73.

State of New York
County of [Blank]
In and for the City and County of [Blank]

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200
201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300
301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400
401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500
501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600
601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700
701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800
801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900
901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000

UTILIZATION GOALS Annual											GOAL ACTUAL
8.5.2											
CITY MANAGER	TOTAL	TOTAL BY SEX		M A L E				F E M A L E			
COUNT	6	M	F	WHITE	BLACK	SSA	OTHER	WHITE	BLACK	SSA	OTHER
OFFICIALS/ ADMIN.	1	1	0	1	0	0	0	0	0	0	0
PROFESSIONAL	2	2	0	2	0	0	0	0	0	0	0
TECHNICIANS	0										
PROTECTIVE SVC. & PARA-PROFESS.	0										
OFFICE/ CLERICAL	3	0	3	0	0	0	0	3	0	0	0
SKILLED CRAFT	0										
SERVICE/ MAINTENANCE	0										

City Work Force Data As Of 3-26-76.

Labor Market Data From California Employment Development Department As Of August 5, 1973.

1-18-77

8.5.3 UTILIZATION GOALS Annual											GOAL ACTUAL
CITY ATTORNEY	TOTAL	TOTAL BY SEX		M A L E				F E M A L E			
COUNT	4	M	F	WHITE	BLACK	SSA	OTHER	WHITE	BLACK	SSA	OTHER
OFFICIALS/ ADMIN.	1	1	0	1	0	0	0	0	0	0	0
PROFESSIONAL	1	1	0	1	0	0	0	0	0	0	0
TECHNICIANS	0										
PROTECTIVE SVC. & PARA-PROFESS.	0										
OFFICE/ CLERICAL	2	0	2	0	0	0	0	2	0	0	0
SKILLED CRAFT	0										
SERVICE/ MAINTENANCE	0										

City Work Force Data As Of 3-26-76.

Labor Market Data From California Employment Development Department As Of August 5, 1973.

Table 1: Summary of Data

Category		Sub-category		Value		Unit	
A	B	C	D	E	F	G	H
I	J	K	L	M	N	O	P
Q	R	S	T	U	V	W	X
Y	Z	AA	AB	AC	AD	AE	AF
AG	AH	AI	AJ	AK	AL	AM	AN
AO	AP	AQ	AR	AS	AT	AU	AV
AW	AX	AY	AZ	BA	BB	BC	BD
BE	BF	BG	BH	BI	BJ	BK	BL
BM	BN	BO	BP	BQ	BR	BS	BT
BU	BV	BW	BX	BY	BZ	CA	CB
CC	CD	CE	CF	CG	CH	CI	CJ
CK	CL	CM	CN	CO	CP	CQ	CR
CS	CT	CU	CV	CW	CX	CY	CZ
DA	DB	DC	DD	DE	DF	DG	DH
DI	DJ	DK	DL	DM	DN	DO	DP
DQ	DR	DS	DT	DU	DV	DW	DX
DY	DZ	EA	EB	EC	ED	EE	EF
EG	EH	EI	EJ	EK	EL	EM	EN
EO	EP	EQ	ER	ES	ET	EU	EV
EW	EX	EY	EZ	FA	FB	FC	FD
FE	FF	FG	FH	FI	FJ	FK	FL
FM	FN	FO	FP	FQ	FR	FS	FT
FU	FV	FW	FX	FY	FZ	GA	GB
GC	GD	GE	GF	GG	GH	GI	GJ
GK	GL	GM	GN	GO	GP	GQ	GR
GS	GT	GU	GV	GW	GX	GY	GZ
HA	HB	HC	HD	HE	HF	HG	HH
HI	HJ	HK	HL	HM	HN	HO	HP
HQ	HR	HS	HT	HU	HV	HW	HX
HY	HZ	IA	IB	IC	ID	IE	IF
IG	IH	II	IJ	IK	IL	IM	IN
IO	IP	IQ	IR	IS	IT	IU	IV
IW	IX	IY	IZ	JA	JB	JC	JD
JE	JF	JG	JH	JI	JJ	JK	JL
JM	JN	JO	JP	JQ	JR	JS	JT
JU	JV	JW	JX	JY	JZ	KA	KB
KC	KD	KE	KF	KG	KH	KI	KJ
KK	KL	KM	KN	KO	KP	KQ	KR
KS	KT	KU	KV	KW	KX	KY	KZ
LA	LB	LC	LD	LE	LF	LG	LH
LI	LJ	LK	LL	LM	LN	LO	LP
LQ	LR	LS	LT	LU	LV	LW	LX
LY	LZ	MA	MB	MC	MD	ME	MF
MG	MH	MI	MJ	MK	ML	MM	MN
MO	MP	MQ	MR	MS	MT	MU	MV
MW	MX	MY	MZ	NA	NB	NC	ND
NE	NF	NG	NH	NI	NJ	NK	NL
NM	NN	NO	NP	NQ	NR	NS	NT
NU	NV	NW	NX	NY	NZ	OA	OB
OC	OD	OE	OF	OG	OH	OI	OJ
OK	OL	OM	ON	OO	OP	OQ	OR
OS	OT	OU	OV	OW	OX	OY	OZ
PA	PB	PC	PD	PE	PF	PG	PH
PI	PJ	PK	PL	PM	PN	PO	PP
PQ	PR	PS	PT	PU	PV	PW	PX
PY	PZ	QA	QB	QC	QD	QE	QF
QG	QH	QI	QJ	QK	QL	QM	QN
QO	QP	QQ	QR	QS	QT	QU	QV
QW	QX	QY	QZ	RA	RB	RC	RD
RE	RF	RG	RH	RI	RJ	RK	RL
RM	RN	RO	RP	RQ	RR	RS	

8.5.4 UTILIZATION GOALS Annual											GOAL ACTUAL
CITY CLERK	TOTAL	TOTAL BY SEX		M A L E				F E M A L E			
COUNT	5	M	F	WHITE	BLACK	SSA	OTHER	WHITE	BLACK	SSA	OTHER
OFFICIALS/ ADMIN.	2	0	2	0	0	0	0	2	0	0	0
PROFESSIONAL	0										
TECHNICIANS	0										
PROTECTIVE SVC. & PARA-PROFESS.	0										
OFFICE/ CLERICAL	3	0	3	0	0	0	0	3	0	0	0
SKILLED CRAFT	0										
SERVICE/ MAINTENANCE	0										

City Work Force Data As Of 3-26-76.

Labor Market Data From California Employment Development Department As Of August 5, 1973.

UTILIZATION GOALS

8.5.5 UTILIZATION GOALS Annual											GOAL ACTUAL
FIRE DEPT.	TOTAL	TOTAL BY SEX		M A L E				F E M A L E			
Count	119	M	F	WHITE	BLACK	SSA	OTHER	WHITE	BLACK	SSA	OTHER
OFFICIALS/ ADMIN.	2	2	0	2	0	0	0	0	0	0	0
PROFESSIONAL	32	32	0	27	1	2	2	0	0	0	0
TECHNICIANS	4	4	0	3	0	1	0	0	0	0	0
PROTECTIVE SVC. & PARA-PROFESS.	76	75	1	64	2	7	2	1	0	0	0
OFFICE/ CLERICAL	3	0	3	0	0	0	0	2	0	0	1
SKILLED CRAFT	2	2	0	2	0	0	0	0	0	0	0
SERVICE/ MAINTENANCE	0	0	0	0	0	0	0	0	0	0	0

City Work Force Data As Of 3-26-76.

Labor Market Data From California Employment Development Department As Of 8-5-73.

1-18-77

Table 1: Summary of Data

Category		Sub-category				Total	
ID	Name	Value				Sum	Avg
		Val1	Val2	Val3	Val4		
1	A	10	20	30	40	100	25
2	B	15	25	35	45	120	30
3	C	20	30	40	50	140	35
4	D	25	35	45	55	160	40
5	E	30	40	50	60	180	45
6	F	35	45	55	65	200	50
7	G	40	50	60	70	220	55
8	H	45	55	65	75	240	60
9	I	50	60	70	80	260	65
10	J	55	65	75	85	280	70
11	K	60	70	80	90	300	75
12	L	65	75	85	95	320	80
13	M	70	80	90	100	340	85
14	N	75	85	95	105	360	90
15	O	80	90	100	110	380	95
16	P	85	95	105	115	400	100
17	Q	90	100	110	120	420	105
18	R	95	105	115	125	440	110
19	S	100	110	120	130	460	115
20	T	105	115	125	135	480	120
21	U	110	120	130	140	500	125
22	V	115	125	135	145	520	130
23	W	120	130	140	150	540	135
24	X	125	135	145	155	560	140
25	Y	130	140	150	160	580	145
26	Z	135	145	155	165	600	150
27	AA	140	150	160	170	620	155
28	AB	145	155	165	175	640	160
29	AC	150	160	170	180	660	165
30	AD	155	165	175	185	680	170
31	AE	160	170	180	190	700	175
32	AF	165	175	185	195	720	180
33	AG	170	180	190	200	740	185
34	AH	175	185	195	205	760	190
35	AI	180	190	200	210	780	195
36	AJ	185	195	205	215	800	200
37	AK	190	200	210	220	820	205
38	AL	195	205	215	225	840	210
39	AM	200	210	220	230	860	215
40	AN	205	215	225	235	880	220
41	AO	210	220	230	240	900	225
42	AP	215	225	235	245	920	230
43	AQ	220	230	240	250	940	235
44	AR	225	235	245	255	960	240
45	AS	230	240	250	260	980	245
46	AT	235	245	255	265	1000	250
47	AU	240	250	260	270	1020	255
48	AV	245	255	265	275	1040	260
49	AW	250	260	270	280	1060	265
50	AX	255	265	275	285	1080	270
51	AY	260	270	280	290	1100	275
52	AZ	265	275	285	295	1120	280
53	BA	270	280	290	300	1140	285
54	BB	275	285	295	305	1160	290
55	BC	280	290	300	310	1180	295
56	BD	285	295	305	315	1200	300
57	BE	290	300	310	320	1220	305
58	BF	295	305	315	325	1240	310
59	BG	300	310	320	330	1260	315
60	BH	305	315	325	335	1280	320
61	BI	310	320	330	340	1300	325
62	BJ	315	325	335	345	1320	330
63	BK	320	330	340	350	1340	335
64	BL	325	335	345	355	1360	340
65	BM	330	340	350	360	1380	345
66	BN	335	345	355	365	1400	350
67	BO	340	350	360	370	1420	355
68	BP	345	355	365	375	1440	360
69	BQ	350	360	370	380	1460	365
70	BR	355	365	375	385	1480	370
71	BS	360	370	380	390	1500	375
72	BT	365	375	385	395	1520	380
73	BU	370	380	390	400	1540	385
74	BV	375	385	395	405	1560	390
75	BW	380	390	400	410	1580	395
76	BX	385	395	405	415	1600	400
77	BY	390	400	410	420	1620	405
78	BZ	395	405	415	425	1640	410
79	CA	400	410	420	430	1660	415
80	CB	405	415	425	435	1680	420
81	CC	410	420	430	440	1700	425
82	CD	415	425	435	445	1720	430
83	CE	420	430	440	450	1740	435
84	CF	425	435	445	455	1760	440
85	CG	430	440	450	460	1780	445
86	CH	435	445	455	465	1800	450
87	CI	440	450	460	470	1820	455
88	CJ	445	455	465	475	1840	460
89	CK	450	460	470	480	1860	465
90	CL	455	465	475	485	1880	470
91	CM	460	470	480	490	1900	475
92	CN	465	475	485	495	1920	480
93	CO	470	480	490	500	1940	485
94	CP	475	485	495	505	1960	490
95	CQ	480	490	500	510	1980	495
96	CR	485	495	505	515	2000	500
97	CS	490	500	510	520	2020	505
98	CT	495	505	515	525	2040	510
99	CU	500	510	520	530	2060	515
100	CV	505	515	525	535	2080	520
101	CU	510	520	530	540	2100	525
102	CV	515	525	535	545	2120	530
103	CU	520	530	540	550	2140	535
104	CV	525	535	545	555	2160	540
105	CU	530	540	550	560	2180	545
106	CV	535	545	555	565	2200	550
107	CU	540	550	560	570	2220	555
108	CV	545	555	565	575	2240	560
109	CU	550	560	570	580	2260	565
110	CV	555	565	575	585	2280	570
111	CU	560	570	580	590	2300	575
112	CV	565	575	585	595	2320	580
113	CU	570	580	590	600	2340	585
114	CV	575	585	595	605	2360	590
115	CU	580	590	600	610	2380	595
116	CV	585	595	605	615	2400	600
117	CU	590	600	610	620	2420	605
118	CV	595	605	615	625	2440	610
119	CU	600	610	620	630	2460	615
120	CV	605	615	625	635	2480	620
121	CU	610	620	630	640	2500	625
122	CV	615	625	635	645	2520	630
123	CU	620	630	640	650	2540	635
124	CV	625	635	645	655	2560	640
125	CU	630	640	650	660	2580	645
126	CV	635	645	655	665	2600	650
127	CU	640	650	660	670	2620	655
128	CV	645	655	665	675	2640	660
129	CU	650	660	670	680	2660	665
130	CV	655	665	675	685	2680	670
131	CU	660	670	680	690	2700	675
132	CV	665	675	685	695	2720	680
133	CU	670	680	690	700	2740	685
134	CV	675	685	695	705	2760	690
135	CU	680	690	700	710	2780	695
136	CV	685	695	705	715	2800	700
137	CU	690	700	710	720	2820	705
138	CV	695	705	715	725	2840	710
139	CU	700	710	720	730	2860	715
140	CV	705	715	725	735	2880	720
141	CU	710	720	730	740	2900	725
142	CV	715	725	735	745	2920	730
143	CU	720	730	740	750	2940	735
144	CV	725	735	745	755	2960	740
145	CU	730	740	750	760	2980	745
146	CV	735	745	755	765	3000	750
147	CU	740	750	760	770	3020	755
148	CV	745	755	765	775	3040	760
149	CU	750	760	770	780	3060	765
150	CV	755	765	775	785	3080	770
151	CU	760	770	780	790	3100	775
152	CV	765	775	785	795	3120	780
153	CU	770	780	790	800	3140	785
154	CV	775	785	795	805	3160	790
155	CU	780	790	800	810	3180	795
156	CV	785	795	805	815	3200	800
157	CU	790	800	810	820	3220	805
158	CV	795	805	815	825	3240	810
159	CU	800	810	820	830	3260	815
160	CV	805	815	825	835	3280	820
161	CU	810	820	830	840	3300	825
162	CV	815	825	835	845	3320	830
163	CU	820	830	840	850	3340	835
164	CV	825	835	845	855	3360	840
165	CU	830	840	850	860	3380	845
166	CV	835	845	855	865	3400	850
167	CU	840	850	860	870	3420	855
168	CV	845	855	865	875	3440	860
169	CU	850	860	870	880	3460	865
170	CV	855	865	875	885	3480	870
171	CU	860	870	880	890	3500	875
172	CV	865	875	885	895	3520	880
173	CU	870	880	890	900	3540	885
174	CV	875	885	895	905	3560	890
175	CU	880	890	900	910	3580	895
176	CV	885	895	905	915	3600	900
177	CU	890	900	910	920	3620	905
178	CV	895	905	915	925	3640	910
179	CU	900	910	920	930	3660	915
180	CV	905	915	925	935	3680	920
181	CU	910	920	930	940	3700	925
182	CV	915	925	935	945	3720	930
183	CU	920	930	940	950	3740	935

UTILIZATION GOALS

8.5.6 UTILIZATION GOALS Annual											GOAL ACTUAL
LIBRARY	TOTAL	TOTAL BY SEX		M A L E				F E M A L E			
		M	F	WHITE	BLACK	SSA	OTHER	WHITE	BLACK	SSA	OTHER
COUNT	36										
OFFICIALS/ ADMIN.		1	0	1	0	0	0	0	0	0	0
	1	1	0	1	0	0	0	0	0	0	0
PROFESSIONAL		3	6	3	0	0	0	4	0	1	1
	9	3	6	3	0	0	0	4	0	1	1
TECHNICIANS		1	0	1	0	0	0	0	0	0	0
	1	1	0	1	0	0	0	0	0	0	0
PROTECTIVE SVC. & PARA-PROFESS.		0	6	0	0	0	0	6	0	0	0
	6	0	6	0	0	0	0	6	0	0	0
OFFICE/ CLERICAL		2	17	0	0	0	* 2	15	0	1	* 1
	19	2	17	0	0	0	2	15	0	1	1
SKILLED CRAFT											
	0										
SERVICE/ MAINTENANCE											
	0										

City Work Force Data As Of 3-26-76.

Labor Market Data From California Employment Development Department As Of August 5, 1973.

* Mathematical calculations would place in "white", adjusted to accomplish city-wide goals.

CONFIDENTIAL

1. The purpose of this document is to provide a summary of the information collected during the field study. The data was collected from 10 different sites over a period of 6 weeks. The results of the study are presented in the table below.

Site	Frequency						Total
	1st	2nd	3rd	4th	5th	6th	
Site 1	1	1	1	1	1	1	6
Site 2	1	1	1	1	1	1	6
Site 3	1	1	1	1	1	1	6
Site 4	1	1	1	1	1	1	6
Site 5	1	1	1	1	1	1	6
Site 6	1	1	1	1	1	1	6
Site 7	1	1	1	1	1	1	6
Site 8	1	1	1	1	1	1	6
Site 9	1	1	1	1	1	1	6
Site 10	1	1	1	1	1	1	6
Total	10	10	10	10	10	10	60

UTILIZATION GOALS

8.5.7 UTILIZATION GOALS Annual												GOAL ACTUAL
MANAGEMENT SERVICES	TOTAL	TOTAL BY SEX		M A L E				F E M A L E				
COUNT	57	M	F	WHITE	BLACK	SSA	OTHER	WHITE	BLACK	SSA	OTHER	
OFFICIALS/ ADMIN.	6	5 5	1 1	5 5	0 0	0 0	0 0	1 1	0 0	0 0	0 0	0 0
PROFESSIONAL	9	8 8	1 1	7 7	0 0	0 0	1 1	1 1	0 0	0 0	0 0	0 0
TECHNICIANS	0											
PROTECTIVE SVC. & PARA-PROFESS.	1	0 0	1 1	0 0	0 0	0 0	0 0	1 1	0 0	0 0	0 0	0 0
OFFICE/ CLERICAL	24	2 2	22 22	1 1	0 0	0 0	1 1	21 22	0 0	1 0	0 0	0 0
SKILLED CRAFT	8	7 7	1 1	5 5	0 0	1 1	1 1	1 1	0 0	0 0	0 0	0 0
SERVICE/ MAINTENANCE	9	8 8	1 1	6 6	0 0	2 2	0 0	1 1	0 0	0 0	0 0	0 0

City Work Force Data As Of 3-26-76
 Labor Market Data From California Employment Development Department As Of 8-5-73

Mathematics

Mathematics									
Problem	1	2	3	4	5	6	7	8	9
1. A number is 10 less than 5 times another number. If the sum of the two numbers is 42, find the numbers.	10	20	30	40	50	60	70	80	90
2. A number is 10 more than 5 times another number. If the sum of the two numbers is 42, find the numbers.	10	20	30	40	50	60	70	80	90
3. A number is 10 less than 5 times another number. If the difference of the two numbers is 42, find the numbers.	10	20	30	40	50	60	70	80	90
4. A number is 10 more than 5 times another number. If the difference of the two numbers is 42, find the numbers.	10	20	30	40	50	60	70	80	90
5. A number is 10 less than 5 times another number. If the product of the two numbers is 42, find the numbers.	10	20	30	40	50	60	70	80	90
6. A number is 10 more than 5 times another number. If the product of the two numbers is 42, find the numbers.	10	20	30	40	50	60	70	80	90
7. A number is 10 less than 5 times another number. If the sum of the squares of the two numbers is 42, find the numbers.	10	20	30	40	50	60	70	80	90
8. A number is 10 more than 5 times another number. If the sum of the squares of the two numbers is 42, find the numbers.	10	20	30	40	50	60	70	80	90
9. A number is 10 less than 5 times another number. If the difference of the squares of the two numbers is 42, find the numbers.	10	20	30	40	50	60	70	80	90
10. A number is 10 more than 5 times another number. If the difference of the squares of the two numbers is 42, find the numbers.	10	20	30	40	50	60	70	80	90

8.5.8												GOAL
UTILIZATION GOALS												Annual
PLANNING AND DEVELOPMENT SERVICES	TOTAL	TOTAL BY SEX		M A L E				F E M A L E				ACTUAL
		M	F	WHITE	BLACK	SSA	OTHER	WHITE	BLACK	SSA	OTHER	
COUNT	29											
OFFICIALS/ ADMIN.	1	1	0	0	0	0	1	0	0	0	0	
PROFESSIONAL	13	12	1	11	0	0	1	1	0	0	0	
TECHNICIANS	9	8	1	8	0	0	0	1	0	0	0	
PROTECTIVE SVC. & PARA-PROFESS.	0											
OFFICE/ CLERICAL	6	0	6	0	0	0	0	5	0	1	0	
SKILLED CRAFT	0											
SERVICE/ MAINTENANCE	0											

City Work Force Data As Of 3-26-76
 Labor Market Data From California Employment Development Department As Of August 5, 1973

8.5.9 UTILIZATION GOALS											GOAL
Annual											ACTUAL
Police Department	TOTAL	TOTAL BY SEX		M A L E				F E M A L E			
Count	158	M	F	WHITE	BLACK	SSA	OTHER	WHITE	BLACK	SSA	OTHER
OFFICIALS/ ADMIN.	1	1	0	1	0	0	0	0	0	0	0
PROFESSIONAL	8	1	0	1	0	0	0	0	0	0	0
		8	0	8	0	0	0	0	0	0	0
TECHNICIANS	14	8	0	8	0	0	0	0	0	0	0
		14	0	14	0	0	0	0	0	0	0
PROTECTIVE SVC. & PARA-PROFESS.	107	96	11	84	2	7	3	10	1	0	0
		96	11	85	2	6	3	10	1	0	0
OFFICE/ CLERICAL	28	2	26	1	0	1	0	24	0	2	0
		2	26	1	0	1	0	24	0	2	0
SKILLED CRAFT	0										
SERVICE/ MAINTENANCE	0										

City Work Force Data As Of 3-26-76.

Labor Market Data From California Employment Development Department As Of 8-5-73.

RESEARCH REPORT

No.	Author	Title	Date	Page	Volume	Series	Notes
1	...	...	...	...	...	...	...
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99	...	...	...	...	...	...	...
100	...	...	...	...	...	...	...

UTILIZATION GOALS

8.5.10 UTILIZATION GOALS Annual											GOAL ACTUAL
PUBLIC WORKS	TOTAL	TOTAL BY SEX		M A L E				F E M A L E			
COUNT	121	M	F	WHITE	BLACK	SSA	OTHER	WHITE	BLACK	SSA	OTHER
OFFICIALS/ ADMIN.	5	5	0	4	0	1	0	0	0	0	0
PROFESSIONAL	15	15	0	13	0	1	1	0	0	0	0
TECHNICIANS	13	13	0	10	1	1	1	0	0	0	0
PROTECTIVE SVC. & PARA-PROFESS.	0										
OFFICE/ CLERICAL	7	0	7	0	0	0	0	7	0	0	0
SKILLED CRAFT	29	28	1	19	0	9	0	1	0	0	0
SERVICE/ MAINTENANCE	52	51	1	35	0	15	1	0	0	1	0

City Work Force Data As Of 3-26-76.

Labor Market Data From California Employment Development Department As Of August 5, 1973.

1-18-77

8.5.11											GOAL ACTUAL
UTILIZATION GOALS Annual											
WATER DEPT.	TOTAL	TOTAL BY SEX		M A L E				F E M A L E			
Count	43	M	F	WHITE	BLACK	SSA	OTHER	WHITE	BLACK	SSA	OTHER
OFFICIALS/ ADMIN.	2	2	0	2	0	0	0	0	0	0	0
PROFESSIONAL	3	3	0	2	0	0	1	0	0	0	0
TECHNICIANS	4	4	0	4	0	0	0	0	0	0	0
PROTECTIVE SVC. & PARA-PROFESS.	0										
OFFICE/ CLERICAL	2	0	2	0	0	0	0	2	0	0	0
SKILLED CRAFT	16	16	0	12	0	3	1	0	0	0	0
SERVICE/ MAINTENANCE	16	15	1	10	0	5	0	1	0	0	0

City Work Force Data As Of 3-26-76.

Labor Market Data From California Employment Development Department As Of 8-5-73.

Table 1: Summary of Data

Category	Group A				Group B				Total
	Sub-Category 1	Sub-Category 2	Sub-Category 3	Sub-Category 4	Sub-Category 1	Sub-Category 2	Sub-Category 3	Sub-Category 4	
Category 1	10	20	30	40	15	25	35	45	100
Category 2	12	22	32	42	17	27	37	47	110
Category 3	14	24	34	44	19	29	39	49	120
Category 4	16	26	36	46	21	31	41	51	130
Category 5	18	28	38	48	23	33	43	53	140
Category 6	20	30	40	50	25	35	45	55	150
Category 7	22	32	42	52	27	37	47	57	160
Category 8	24	34	44	54	29	39	49	59	170
Category 9	26	36	46	56	31	41	51	61	180
Category 10	28	38	48	58	33	43	53	63	190
Category 11	30	40	50	60	35	45	55	65	200
Category 12	32	42	52	62	37	47	57	67	210
Category 13	34	44	54	64	39	49	59	69	220
Category 14	36	46	56	66	41	51	61	71	230
Category 15	38	48	58	68	43	53	63	73	240
Category 16	40	50	60	70	45	55	65	75	250
Category 17	42	52	62	72	47	57	67	77	260
Category 18	44	54	64	74	49	59	69	79	270
Category 19	46	56	66	76	51	61	71	81	280
Category 20	48	58	68	78	53	63	73	83	290
Category 21	50	60	70	80	55	65	75	85	300
Category 22	52	62	72	82	57	67	77	87	310
Category 23	54	64	74	84	59	69	79	89	320
Category 24	56	66	76	86	61	71	81	91	330
Category 25	58	68	78	88	63	73	83	93	340
Category 26	60	70	80	90	65	75	85	95	350
Category 27	62	72	82	92	67	77	87	97	360
Category 28	64	74	84	94	69	79	89	99	370
Category 29	66	76	86	96	71	81	91	101	380
Category 30	68	78	88	98	73	83	93	103	390
Category 31	70	80	90	100	75	85	95	105	400
Category 32	72	82	92	102	77	87	97	107	410
Category 33	74	84	94	104	79	89	99	109	420
Category 34	76	86	96	106	81	91	101	111	430
Category 35	78	88	98	108	83	93	103	113	440
Category 36	80	90	100	110	85	95	105	115	450
Category 37	82	92	102	112	87	97	107	117	460
Category 38	84	94	104	114	89	99	109	119	470
Category 39	86	96	106	116	91	101	111	121	480
Category 40	88	98	108	118	93	103	113	123	490
Category 41	90	100	110	120	95	105	115	125	500
Category 42	92	102	112	122	97	107	117	127	510
Category 43	94	104	114	124	99	109	119	129	520
Category 44	96	106	116	126	101	111	121	131	530
Category 45	98	108	118	128	103	113	123	133	540
Category 46	100	110	120	130	105	115	125	135	550
Category 47	102	112	122	132	107	117	127	137	560
Category 48	104	114	124	134	109	119	129	139	570
Category 49	106	116	126	136	111	121	131	141	580
Category 50	108	118	128	138	113	123	133	143	590
Category 51	110	120	130	140	115	125	135	145	600
Category 52	112	122	132	142	117	127	137	147	610
Category 53	114	124	134	144	119	129	139	149	620
Category 54	116	126	136	146	121	131	141	151	630
Category 55	118	128	138	148	123	133	143	153	640
Category 56	120	130	140	150	125	135	145	155	650
Category 57	122	132	142	152	127	137	147	157	660
Category 58	124	134	144	154	129	139	149	159	670
Category 59	126	136	146	156	131	141	151	161	680
Category 60	128	138	148	158	133	143	153	163	690
Category 61	130	140	150	160	135	145	155	165	700
Category 62	132	142	152	162	137	147	157	167	710
Category 63	134	144	154	164	139	149	159	169	720
Category 64	136	146	156	166	141	151	161	171	730
Category 65	138	148	158	168	143	153	163	173	740
Category 66	140	150	160	170	145	155	165	175	750
Category 67	142	152	162	172	147	157	167	177	760
Category 68	144	154	164	174	149	159	169	179	770
Category 69	146	156	166	176	151	161	171	181	780
Category 70	148	158	168	178	153	163	173	183	790
Category 71	150	160	170	180	155	165	175	185	800
Category 72	152	162	172	182	157	167	177	187	810
Category 73	154	164	174	184	159	169	179	189	820
Category 74	156	166	176	186	161	171	181	191	830
Category 75	158	168	178	188	163	173	183	193	840
Category 76	160	170	180	190	165	175	185	195	850
Category 77	162	172	182	192	167	177	187	197	860
Category 78	164	174	184	194	169	179	189	199	870
Category 79	166	176	186	196	171	181	191	201	880
Category 80	168	178	188	198	173	183	193	203	890
Category 81	170	180	190	200	175	185	195	205	900
Category 82	172	182	192	202	177	187	197	207	910
Category 83	174	184	194	204	179	189	199	209	920
Category 84	176	186	196	206	181	191	201	211	930
Category 85	178	188	198	208	183	193	203	213	940
Category 86	180	190	200	210	185	195	205	215	950
Category 87	182	192	202	212	187	197	207	217	960
Category 88	184	194	204	214	189	199	209	219	970
Category 89	186	196	206	216	191	201	211	221	980
Category 90	188	198	208	218	193	203	213	223	990
Category 91	190	200	210	220	195	205	215	225	1000
Category 92	192	202	212	222	197	207	217	227	1010
Category 93	194	204	214	224	199	209	219	229	1020
Category 94	196	206	216	226	201	211	221	231	1030
Category 95	198	208	218	228	203	213	223	233	1040
Category 96	200	210	220	230	205	215	225	235	1050
Category 97	202	212	222	232	207	217	227	237	1060
Category 98	204	214	224	234	209	219	229	239	1070
Category 99	206	216	226	236	211	221	231	241	1080
Category 100	208	218	228	238	213	223	233	243	1090
Category 101	210	220	230	240	215	225	235	245	1100
Category 102	212	222	232	242	217	227	237	247	1110
Category 103	214	224	234	244	219	229	239	249	1120
Category 104	216	226	236	246	221	231	241	251	1130
Category 105	218	228	238	248	223	233	243	253	1140
Category 106	220	230	240	250	225	235	245	255	1150
Category 107	222	232	242	252	227	237	247	257	1160
Category 108	224	234	244	254	229	239	249	259	1170
Category 109	226	236	246	256	231	241	251	261	1180
Category 110	228	238	248	258	233	243	253	263	1190
Category 111	230	240	250	260	235	245	255	265	1200
Category 112	232	242	252	262	237	247	257	267	1210
Category 113	234	244	254	264	239	249	259	269	1220
Category 114	236	246	256	266	241	251	261	271	1230
Category 115	238	248	258	268	243	253	263	273	1240
Category 116	240	250	260	270	245	255	265	275	1250
Category 117	242	252	262	272	247	257	267	277	1260
Category 118	244	254	264	274	249	259	269	279	1270
Category 119	246	256	266	276	251	261	271	281	1280
Category 120	248	258	268	278	253	263	273	283	1290
Category 121	250	260	270	280	255	265	275	285	1300
Category 122	252	262	272	282	257	267	277	287	1310
Category 123	254	264	274	284	259	269	279	289	1320
Category 124	256	266	276	286	261	271	281	291	1330
Category 125	258	268	278	288	263	273	283	293	1340
Category 126	260	270	280	290	265	275	285	295	1350
Category 127	262	272	282	292	267	277	287	297	1360
Category 128	264	274	284	294	269	279	289	299	1370
Category 129	266	276	286	296	271	281	291	301	1380
Category 130	268	278	288	298	273	283	293	303	1390
Category 131	270	280	290	300	275	285	295	305	1400
Category 132	272	282	292	302	277	287	297	307	1410
Category 133	274	284	294	304	279	289	299	309	1420
Category 134	276	286	296	306	281	291	301	311	1430
Category 135	278	288	298	308	283	293	303	313	1440
Category 136	280	290	300	310	285	295	305	315	1450
Category 137	282	292	302	312	287	297	307	317	1460
Category 138	284	294	304	314	289	299	309	319	1470
Category 139	286	296	306	316	291	301	311	321	1480
Category 140	288	298	308	318	293	303	313	323	1490
Category 141	290	300	310	320	295	305	315	325	1500
Category 142	292	302	312	322	297	307	317	327	1510
Category 143	294	304	314	324	299	309	319	329	1520
Category 144	296	306	316	326	301	311	321	331	1530
Category 145	298	3							

8.5.12											GOAL
UTILIZATION GOALS											ACTUAL
COMMUNITY SERVICES	TOTAL	TOTAL BY SEX		M A L E				F E M A L E			
		M	F	WHITE	BLACK	SSA	OTHER	WHITE	BLACK	SSA	OTHER
COUNT	9										
OFFICIALS/ ADMIN.	1	1	0	1	0	0	0	0	0	0	0
PROFESSIONAL	3	2	1	1	0	1	0	1	0	0	0
TECHNICIANS	0										
PROTECTIVE SVC. & PARA-PROFESS.	0										
OFFICE/ CLERICAL	4	0	4	0	0	0	0	4	0	0	0
SKILLED CRAFT	0										
SERVICE/ MAINTENANCE	1	1	0	1	0	0	0	0	0	0	0

City Work Force Data As Of 3-26-76
 Labor Market Data From California Employment Development Department As Of August 5, 1973

9. PROGRAM EVALUATION, RECORDS, AND REPORTS

9.1 EEO Program Director Responsibilities

The Director shall ensure the following:

- 9.1.1 The review and evaluation on a regular basis of all EEO Program activities.
- 9.1.2 The dissemination of periodic internal reports on EEO Program problems and progress.
- 9.1.3 The Personnel Manager is responsible for the preparation and submission of required EEO reports (EEO 4).
- 9.1.4 Quarterly reports required, pursuant to Executive Order 11246 and Revised Order No. 4, shall be the responsibility of the Personnel Manager, or his representative. Such reports include the following data:

Survey of current employment by race, national origin, sex, job classification, salary, or wage level.

Analysis of internal and external workforce availability by race, national origin, and sex.

Records on applicant flow and each step of the selection process; hires, placements, promotions, reclassifications, requests for transfers, transfers, and training program participation by race, national origin, and sex, including applicant rejection ratios (all indicating sex and minority groups).

Sources of referrals and hires, by race, national origin, and sex.

Resignations, layoffs, and dismissal by race, national origin, and sex.

Other data as requested by the EEO Monitoring and Review Committee.

2. General Information

2.1 General Information

2.1.1 General Information

2.1.1.1 The system was developed as a response to the need for a more efficient and effective way of managing the system.

2.1.1.2 The system was developed as a response to the need for a more efficient and effective way of managing the system.

2.1.1.3 The system was developed as a response to the need for a more efficient and effective way of managing the system.

2.1.1.4 The system was developed as a response to the need for a more efficient and effective way of managing the system.

2.1.1.5 The system was developed as a response to the need for a more efficient and effective way of managing the system.

2.1.1.6 The system was developed as a response to the need for a more efficient and effective way of managing the system.

2.1.1.7 The system was developed as a response to the need for a more efficient and effective way of managing the system.

2.1.1.8 The system was developed as a response to the need for a more efficient and effective way of managing the system.

2.1.1.9 The system was developed as a response to the need for a more efficient and effective way of managing the system.

2.1.1.10 The system was developed as a response to the need for a more efficient and effective way of managing the system.

- 9.1.5 The Director may request periodic and/or annual reports from Department Heads as needed to provide an accurate review of the EEO Program and to measure progress as set forth in the objectives. These reports may be reviewed by the Director and the EEO Monitoring and Review Committee.

9.2 Personnel Manager Responsibilities

The Personnel Manager shall be responsible for the development and maintenance of centralized records that accurately reflect all new hires, transfers, promotions, and terminations by minority/female status.

- 9.2.1 The Personnel Manager shall ensure that centralized records are maintained of all applicants including data such as: tests used and results obtained, certifications and selections.
- 9.2.2 The Personnel Manager shall ensure that an annual report is submitted to the Director by July 31, which shall include the total progress towards the City's goals. The report shall include the total number of employees hired, terminated, transferred, and promoted since June 30 of the prior year. The annual report will be reviewed in a meeting of the EEO Monitoring and Review Committee, and will be submitted with the Committee's comments to the City Council.

9.3 Records

Any personnel or employment record made or kept by the City (including, but not necessarily limited to, application forms submitted by applicants and other records having to do with hiring, promotion, demotion, transfer, layoff, or termination, rates of pay, or other terms of compensation, and selection for training or apprenticeship) shall be preserved by the City for a period of time as required by law and/or resolution.

The Director may, at his discretion, require the applicant to provide a written statement of the reasons for the proposed action and to provide a copy of the statement to the relevant committee. The Director may also require the applicant to provide a copy of the statement to the relevant committee.

9.2. Environmental Impact Statement

The proposed development shall be subject to an environmental impact statement (EIS) and the applicant shall provide a copy of the EIS to the relevant committee. The EIS shall be prepared in accordance with the requirements of the Environmental Impact Statement Act, 1997.

The proposed development shall be subject to an environmental impact statement (EIS) and the applicant shall provide a copy of the EIS to the relevant committee. The EIS shall be prepared in accordance with the requirements of the Environmental Impact Statement Act, 1997.

The proposed development shall be subject to an environmental impact statement (EIS) and the applicant shall provide a copy of the EIS to the relevant committee. The EIS shall be prepared in accordance with the requirements of the Environmental Impact Statement Act, 1997.

9.3. Access

The proposed development shall be subject to an environmental impact statement (EIS) and the applicant shall provide a copy of the EIS to the relevant committee. The EIS shall be prepared in accordance with the requirements of the Environmental Impact Statement Act, 1997.

- 9.3.1 Where a charge of discrimination has been filed, or an EEO-related action is brought against the City, the Personnel Manager shall preserve all personnel records relevant to the charge or action until final disposition of the charge or the action. The term "personnel record relevant to the charge," for example, would include personnel or employment records relating to the person claiming to be aggrieved and to all other employees holding positions similar to that held or sought by the person claiming to be aggrieved. The requirements of this section shall not apply to application forms and other pre-employment records of applicants for position known to applicants to be of a temporary or seasonal nature.

10. AFFIRMATIVE ACTION FOR CONTRACTORS/VENDORS

10.1 Contractor's/Vendor's Agreement

10.1.1 The City in its relationship with outside contractors/vendors shall follow the requirements set forth in the Bid Instructions and Conditions for Affirmative Action (see Appendix H).

10.1.2 The Bid Instructions and Conditions for Affirmative Action will be attached to every bid, submitted by a contractor or vendor, that is in excess of \$5,000.

10.1.3 A succinct description of the requirements set forth in the Bid Instructions and Conditions for Affirmative Action is:

10.1.3.1 Each contractor/vendor shall comply with Title VII of the Civil Rights Act of 1964, as amended, the California Fair Employment Practice Act, and any other applicable Federal and State laws and regulations hereinafter enacted.

10.1.3.2 Each contractor/vendor will not discriminate for employment because of race, color, religion, sex, creed, national origin, age, ancestry, marital status, *medical condition or *physical handicap (*as defined in the Fair Employment Practices Act).

10.1.3.3 Each contractor/vendor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the awarding authority, advising the said labor union or workers' representative of the contractor's/vendor's commitments under this section.

10.1.3.4 The contractor/vendor shall include similar requirements to their first tier subcontractor to bind each further subcontractor with whom he has a contract, who performs any of the work required by a contract with the City of Orange.

10.1.4 After the contractor/vendor has read the Bid Instructions and Conditions for Affirmative Action, he must sign the attached Certificate of Compliance ensuring that he shall comply in good faith with requirements as set forth in the Bid Instructions and Conditions as part of his contractual obligation.

10. CONCLUSIONS AND RECOMMENDATIONS

10.1 CONCLUSIONS

10.1.1 The study has shown that the use of the proposed system is feasible and that it can be used to improve the efficiency of the system.

10.1.2 The study has also shown that the proposed system can be used to improve the efficiency of the system.

10.1.3 The study has also shown that the proposed system can be used to improve the efficiency of the system.

10.1.4 The study has also shown that the proposed system can be used to improve the efficiency of the system.

10.1.5 The study has also shown that the proposed system can be used to improve the efficiency of the system.

10.1.6 The study has also shown that the proposed system can be used to improve the efficiency of the system.

10.1.7 The study has also shown that the proposed system can be used to improve the efficiency of the system.

10.1.8 The study has also shown that the proposed system can be used to improve the efficiency of the system.

RESOLUTION NO. 3840 (July 17, 1973)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF ORANGE ADOPTING AN AFFIRMATIVE ACTION POLICY.

WHEREAS, the City Manager has recommended that this Council adopt an Affirmative Action Policy to comply with the Federal law, and

WHEREAS, in the opinion of the City Council, the recommendations should be implemented, and

WHEREAS, the City Council is committed to provide equal opportunity for all persons regardless of race, creed, national origin, color, religion, age, physical or cultural handicaps, or whether persons are male or female, and

WHEREAS, it is necessary that good faith efforts be directed to assuring equal opportunity in selections, transfer, promotion, training, and benefits.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The City Manager shall:

a. Be responsible for the establishment, direction and monitoring of an Affirmative Action Program to assure attainment of equal employment opportunities in each City department.

b. Intensify efforts to recruit ethnic minorities and women for City service.

c. Structure City career ladders so that ethnic minorities and women, as well as all employees, will have the opportunity to achieve increasing responsibility, status, and pay.

d. Develop valid job-related standards and techniques for selection that will remove artificial barriers to employment.

e. Create improved understanding of ethnic minority cultures and women among City administrators, Councilmen and employees.

f. Provide training and counseling to all employees so that they may obtain the necessary skills and knowledge to qualify for advancement in City service.

1. The first step is to identify the problem.

2. The second step is to define the objectives of the study.

3. The third step is to design the study and collect data.

4. The fourth step is to analyze the data and draw conclusions.

5. The fifth step is to report the findings of the study.

6. The sixth step is to discuss the implications of the findings.

7. The seventh step is to conclude the study.

8. The eighth step is to submit the final report.

9. The ninth step is to present the findings to the relevant stakeholders.

10. The tenth step is to evaluate the study and its outcomes.

11. The eleventh step is to disseminate the findings of the study.

12. The twelfth step is to reflect on the study and its impact.

13. The thirteenth step is to plan for future research.

14. The fourteenth step is to implement the findings of the study.

g. Establish an Affirmative Action Advisory Committee comprised of membership from the various City departments and the public.

2. Each department head shall inform all employees of the City Council's Affirmative Action Policy and shall implement the Affirmative Action Plan as established by the City Council. Each department head shall be responsible for analyzing data pertaining to the department and the continuing review of the department's hiring and promotion practices to insure that these practices are consistent with the Affirmative Action Program. The City Manager's office shall assist departments in the fulfillment of their Affirmative Action goals.

3. The City shall encourage Affirmative Action on the part of City contractors and vendors, and shall develop a plan which shall be reviewed by the City.

4. Nothing contained herein shall be construed to require hiring of any particular racial group in proportion to population unless the law permits or requires such hiring.

5. The above program as outlined in this resolution shall be developed by the City Manager and the Affirmative Action Advisory Committee by November 15, 1973 or sooner, then presented to the City Council, and the Committee is then dissolved.

ADOPTED this 17th day of July, 1973.

JESS F. PEREZ
Mayor of the City of Orange

ATTEST:

CHARLOTTE M. JOHNSTON
City Clerk of the City of Orange

I hereby certify that the foregoing resolution was duly and regularly adopted by the City Council of the City of Orange at a regular meeting thereof held on the 17th day of July, 1973, by the following vote:

AYES: COUNCILMEN: HOYT, JACKMAN, SMITH, TEMPLE, PEREZ

NOES: COUNCILMEN: NONE

ABSENT: COUNCILMEN: NONE

CHARLOTTE M. JOHNSTON
City Clerk of the City of Orange

3. Established an Affirmative Action Advisory Committee composed of members from the various City departments and the public.

4. Said department head shall inform all employees of the City Council's Affirmative Action Policy and shall implement the Affirmative Action Plan as established by the City Council. Said department head shall be responsible for assigning data pertaining to the department and the department's review of the department's hiring and promotion practices to insure that these practices are consistent with the Affirmative Action Program. The City Manager's office shall assist departments in the utilization of their Affirmative Action goals.

5. The City shall encourage Affirmative Action in the purchase of City contracts and vendors, and shall develop a plan which shall be reviewed by the City.

6. Nothing contained herein shall be construed to require hiring of any particular racial group in proportion to population unless the law permits or requires such hiring.

7. The above program as outlined in this resolution shall be developed by the City Manager and the Affirmative Action Advisory Committee by November 15, 1973 or sooner, then presented to the City Council, and the Committee is then dissolved.

ADOPTED this 17th day of July, 1973.

JAMES E. HARRIS
Mayor of the City of Orange

ATTEST:

CHARLOTTE M. JOHNSON
City Clerk of the City of Orange

I hereby certify that the foregoing resolution was duly and regularly adopted by the City Council of the City of Orange at a regular meeting thereof held on the 17th day of July, 1973, by the following vote:

AYES:	COUNCILMAN: FORT, LACHMAN, SMITH, THOMAS, TERRY
NOES:	COUNCILMAN: NONE
ABSENT:	COUNCILMAN: NONE

CHARLOTTE M. JOHNSON
City Clerk of the City of Orange

CITY OF ORANGE

"SUMMARY OF EEO PLAN - 1976"

The City of Orange is resolved to provide equal employment opportunity for all persons regardless of race, religion, creed, color, sex, national origin, ancestry, age, marital status, *medical condition or *physical handicap (*as defined in the Fair Employment Practices Act).

EEO PROGRAM DIRECTOR

The City Manager will direct the implementation of the EEO Program. The Director of Management Services is designated the EEO Program Director and is responsible for the administration, coordination and review of the City's EEO Plan, to ensure equal employment opportunity in all City employment.

To assist the Director, each Department Head may select a Departmental EEO Coordinator.

CITY GOALS AND TIME-TABLES

The City of Orange has adopted a long range plan of attempting to fill all levels of available positions in proportion to the availability of skills in the labor market and work force. Each Department Head will review the work force data of his Department and take remedial actions as necessary.

The City's work force data will be compared to current labor market data in order to determine areas of under-utilization.

ADVISORY COMMITTEE

The City Manager shall create and staff an EEO Monitoring and Review Committee, with membership including minorities and females from various job levels, Departments, and the community.

The committee members shall meet, at least quarterly, with the City Manager, or his representative, and the Director to review the City's progress towards the attainment of goals, time-tables, and related personnel policies, procedures, and practices.

RECRUITMENT

The Personnel Manager will, as necessary, ensure the dissemination of recruitment materials, job announcements and advertisements by placement in appropriate newspapers, trade magazines, professional and technical publications and other media sources.

CITY OF CHICAGO

REVENUE DEPARTMENT - 1975

The City of Chicago is required to provide equal employment opportunity for all persons regardless of race, religion, color, sex, national origin, ancestry, age, marital status, physical handicap or physical handicap. It is desired in the Fair Employment Practices Act.

THE PROGRAM DIRECTOR

The City Manager will direct the implementation of the EEO Program. The Director of Management Services is designated the EEO Director and is responsible for the administration, coordination and review of the City's EEO Plan, to ensure equal employment opportunity in all City employment. To assist the Director, each Department Head may select a representative EEO Coordinator.

CITY GOALS AND OBJECTIVES

The City of Chicago has adopted a long range plan of continuing to fill all levels of available positions in accordance to the availability of skills in the labor market and work force. Each Department Head will review the work force data of the Department and take remedial action as necessary.

The City's work force data will be compared to current labor market data in order to determine areas of under-representation.

ADVISORY COMMITTEE

The City Manager shall create and staff an EEO Monitoring and Review Committee, with membership including minority and female from various job levels, Department heads, and the community.

The Committee members shall meet at least quarterly with the City Manager, or his representative, and the Director to review the City's progress towards the achievement of goals, objectives, and policies.

RECRUITMENT

The Personnel Manager will, as necessary, ensure the dissemination of recruitment materials, job announcements and advertisements to minority and female newspapers, trade magazines, professional and technical publications and other media sources.

EXAMINATIONS - SELECTION - APPOINTMENT

The Personnel Manager and Department Heads will ensure that the policies, practices, forms, tests, and any other selection, appointment, placement and promotion practices follow the guidelines of this Plan and the City of Orange Personnel Policy and Procedure Manual. Any decision-making process, including criteria, measurements, standards, tests, or qualifications utilized in the employment process must be job-related.

REMEDIAL ACTIONS - GRIEVANCE PROCEDURES

Any City employee who feels they have been the object of employment discrimination based upon their race, creed, color, sex, national origin, age, marital status, medical condition or physical handicap may file a grievance as outlined in the City's Grievance Procedure.

Any person not employed by the City of Orange who feels they have been the object of employment discrimination will be referred to the Director who will investigate the matter to determine an effective course of action.

POLICY DISSEMINATION-TRAINING

The City Manager's EEO Policy Statement will receive wide distribution in both internal and external channels of communications. All Managers and Supervisors of the City will receive training designed to bring about a clear understanding of the overall EEO Program and their individual roles in the Program.

OCCUPATIONAL MOBILITY

The City may continue to provide various work experience, intern, cadet, explorer, and other related opportunities designed to allow interested persons to gain training and experience working in the Municipal Government service while making a positive contribution to its operation.

EVALUATION-REPORTING

The City Manager will direct the continuous review and evaluation of the EEO Program and ensure that remedial action is taken as required by law and City Resolution. The Director will ensure that internal and external reports are designed and implemented to provide a monitor and review system in determining the progress of each Department towards EEO goals.

Gifford W. Miller
City Manager
City of Orange

Introduction - Background

The following information is provided for your information. It is intended to provide a general overview of the project and its objectives. The information is not intended to be a substitute for a detailed study or analysis. It is intended to provide a general overview of the project and its objectives. The information is not intended to be a substitute for a detailed study or analysis. It is intended to provide a general overview of the project and its objectives. The information is not intended to be a substitute for a detailed study or analysis.

Objectives and Scope

The primary objective of this study is to determine the feasibility of the proposed project. The study will also determine the scope of the project and the resources required. The study will also determine the scope of the project and the resources required. The study will also determine the scope of the project and the resources required.

The study will also determine the scope of the project and the resources required. The study will also determine the scope of the project and the resources required. The study will also determine the scope of the project and the resources required. The study will also determine the scope of the project and the resources required.

Methodology

The study will be conducted using a combination of qualitative and quantitative methods. The study will also determine the scope of the project and the resources required. The study will also determine the scope of the project and the resources required. The study will also determine the scope of the project and the resources required.

Limitations

The study is limited by the availability of data and the time and resources available. The study will also determine the scope of the project and the resources required. The study will also determine the scope of the project and the resources required. The study will also determine the scope of the project and the resources required.

Conclusion

The study concludes that the proposed project is feasible. The study will also determine the scope of the project and the resources required. The study will also determine the scope of the project and the resources required. The study will also determine the scope of the project and the resources required.

Prepared by:
Date:
Page 1 of 1

OCCUPATIONAL MOBILITY

INTERN POSITIONS

ADMINISTRATIVE INTERN

The Administrative Intern Program is designed to assist persons with a Bachelors Degree and acceptance to an accredited college to complete advanced education and training requirements in the field of Public Administration. The internship program is two-fold; to provide persons with the opportunity to become familiar and competent with local government issues for enhanced occupational mobility; and to provide the City with new approaches and techniques, primarily for research and assistance on various administrative projects.

These are part-time positions.

LIBRARY INTERN

The Library Intern Program is designed to assist basically qualified candidates in their endeavor to become professional librarians and to assist the Intern with the completion of advanced education or training requirements of the position.

Entry requirements include graduation from a recognized four-year college and acceptance to a Library School. The Library Intern will perform a variety of increasingly responsible library duties, i.e., planning programs and displays, preparing bibliographies, and conducting story hours. Library interns will not be permanently assigned to any given areas; assignments will be made on the basis of need. The Intern will be rotated at regular intervals in order to provide a well-rounded experience.

These are part-time positions.

LEGAL INTERN

The Legal Intern position is designed to enhance occupational mobility in fields requiring the practice of law. The Intern assists the City Attorney and his office staff in the performance of the myriad of legal tasks involving drafting of legal memoranda, ordinances, and other legal instruments. The intern is supervised and trained by the City Attorney or the Assistant City Attorney in the performance of his/her tasks. Minimum entry requirements include completion of two years of law school.

These are part-time positions.

GENERAL INFORMATION

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The following information is designed to assist the reader in understanding the various aspects of the project. It is intended to provide a general overview of the project and its objectives, and to provide information on the various aspects of the project. The information is presented in a general manner, and is not intended to provide a detailed description of the project. The information is presented in a general manner, and is not intended to provide a detailed description of the project.

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PUBLIC SAFETY INTERNS

Intern positions are utilized in both the Police and Fire Departments. Students enrolled in college are recommended by college work experience coordinators to receive field training and experience within respective Departments. The City ensures continuous efforts to assign college students to special projects and programs during their assigned semester of the program.

CADETS

POLICE CADET

The Police Cadet Program was implemented in July 1972, and is designed for the candidate interested in career employment. The candidate must be a high school graduate and enrolled in a community college. The program's major purpose is to allow each person qualifying as a Cadet to receive as much training and job mobility as possible in law enforcement and related support areas, i.e., fingerprinting, public lectures, and tours, statistical analysis, clerical duties, and other duties related to the Police Department operation.

These are part-time positions.

FIRE CADET

The Fire Cadet Program is designed for high school juniors and seniors selected from the Central County Regional Occupational Program Fire Science Class and the Fire Explorer Post. The Cadets are trained on an on-duty basis by the Orange Fire Department personnel. The Cadet works on a "call" basis; in addition to learning the tasks and skills of the Fire Service, they also work alongside Firemen on duty.

These are part-time positions.

WORK EXPERIENCE

HIGH SCHOOL INTERN/WORK EXPERIENCE PROGRAMS

The Work Experience Programs were developed to assist interested students in obtaining practical job experience and to help bridge the transition between school and work. The Work Experience Education Program is a cooperative effort by the Orange Unified School District and many community businesses to provide realistic school and work experience which also gives the students an opportunity to try out a variety of work situations; as well as providing a practical meaning to various subjects being studied in school.

THE STATE OF TEXAS

Wherefore, the undersigned, being duly sworn, depose and say that the within and foregoing are true and correct to the best of their knowledge and belief, and that they are not aware of any other facts or circumstances which would render the within and foregoing untrue or incorrect in any particular.

Witness my hand and seal this 10th day of May, 1907.

Notary Public in and for the State of Texas.

The within and foregoing are true and correct to the best of my knowledge and belief, and that I am not aware of any other facts or circumstances which would render the within and foregoing untrue or incorrect in any particular.

Notary Public in and for the State of Texas.

Notary Public in and for the State of Texas.

The within and foregoing are true and correct to the best of my knowledge and belief, and that I am not aware of any other facts or circumstances which would render the within and foregoing untrue or incorrect in any particular.

Notary Public in and for the State of Texas.

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Notary Public in and for the State of Texas.

The within and foregoing are true and correct to the best of my knowledge and belief, and that I am not aware of any other facts or circumstances which would render the within and foregoing untrue or incorrect in any particular.

A total of 7 student interns are budgeted in the City for fiscal year 1975/76. These students are assigned to work in various Departments throughout the City.

These are part-time positions.

EXPLORER SCOUTS

CITY DEPARTMENT "SCOUT" PROGRAMS

The "Explorer Scout" or "Scout" Programs have been developed in several City Departments. Usually, the Scout units are comprised of youths ranging in age from 14 through 17 years. The primary purpose of these programs is to provide persons with realistic work experiences while affording the opportunity for appraisal of future work or career opportunities available in municipal service. Many of the Scouts continue their work experiences in the various Cadet, Intern, and Work Experience Programs.

A total of 7 students were selected in the City of Seattle
year 1970-71. These students are assigned to work in various
departments throughout the City.

These are part-time positions.

STUDENT COUNCIL

STUDENT COUNCIL - "STUDENT" COUNCIL

The "Student Council" or "Student" Council is a group of
several City Departmental students. The Student Council is
at present made up of students from the City of Seattle
throughout the City. The purpose of the Student Council is to
provide a forum for the students to discuss their views on
various issues and to provide a means for the students to
communicate with the City of Seattle. The Student Council
is a group of students who are interested in the City of
Seattle and who want to make a difference in the City.

CITY OF ORANGE
CAREER PLAN OUTLINE

INSTRUCTIONS: This form is to be used by all regular employees to request career counselling as described in Section 60.900.8, Personnel Policy and Procedures Manual. This form should be directed to the employee's Department Head.

- I. EMPLOYEE _____ ASSIGNMENT _____
- II. DEPARTMENT _____ DATE _____
- III. EDUCATION: Elementary/High School 1 2 3 4/College 1 2 3 4 5 6
(circle highest completed)
- IV. CERTIFICATES/LICENSES (if lengthy, attach copy)
- | | |
|-------------------|-------------------|
| Certificate _____ | Date issued _____ |
| _____ | Date issued _____ |
| License _____ | Date issued _____ |
| _____ | Date issued _____ |
- V. EXPERIENCE (if lengthy, attach copy)
- | | |
|------------------------|------------|
| Trade School _____ | Date _____ |
| _____ | Date _____ |
| Special Training _____ | Date _____ |
| _____ | Date _____ |
| Workshop/ _____ | Date _____ |
| Seminars _____ | Date _____ |
- VI. Are you presently taking any training or education course(s)? Yes ____ No ____
If yes, what course(s)? _____
- VII. Present position _____ How long _____
Next position you desire _____
- VIII. What is your ultimate career objective? _____

REMAINDER TO BE COMPLETED BY DEPARTMENT REPRESENTATIVE OR PERSONNEL MANAGER

Minimum Qualifications: _____

Training/Courses Available: _____

Employee Signature _____	Date _____
Department Representative _____	Date _____
Personnel Manager _____	Date _____

UNIT OF GRADE

NAME OF UNIT

INSTRUCTIONS: This form is to be used by all regular employees in present career positions. It should be completed by the employee's supervisor and the employee. This form should be attached to the employee's personnel file.

EMPLOYEE

DATE

DEPARTMENT

DATE

EDUCATION: Elementary/High School: 1 2 3 4 College: 1 2 3 4 5 6 (circle highest completed)

TRAINING/COURSES (if lengthy, attach copy)

Certificate	_____	Date issued	_____
License	_____	Date issued	_____
	_____	Date issued	_____
	_____	Date issued	_____

EXPERIENCE (if lengthy, attach copy)

Trade School	_____	Date	_____
Special Training	_____	Date	_____
	_____	Date	_____
	_____	Date	_____
Workshop	_____	Date	_____
Conference	_____	Date	_____

VI. Are you presently taking any training or education course(s)? Yes _____ No _____ If yes, what course(s)? _____

VII. Present position _____ How long _____ Next position you desire _____

VIII. What is your ultimate career objective? _____

REMARKS TO BE COMPLETED BY DEPARTMENT REPRESENTATIVE OR TRAINING MANAGER

Minimum Qualifications:

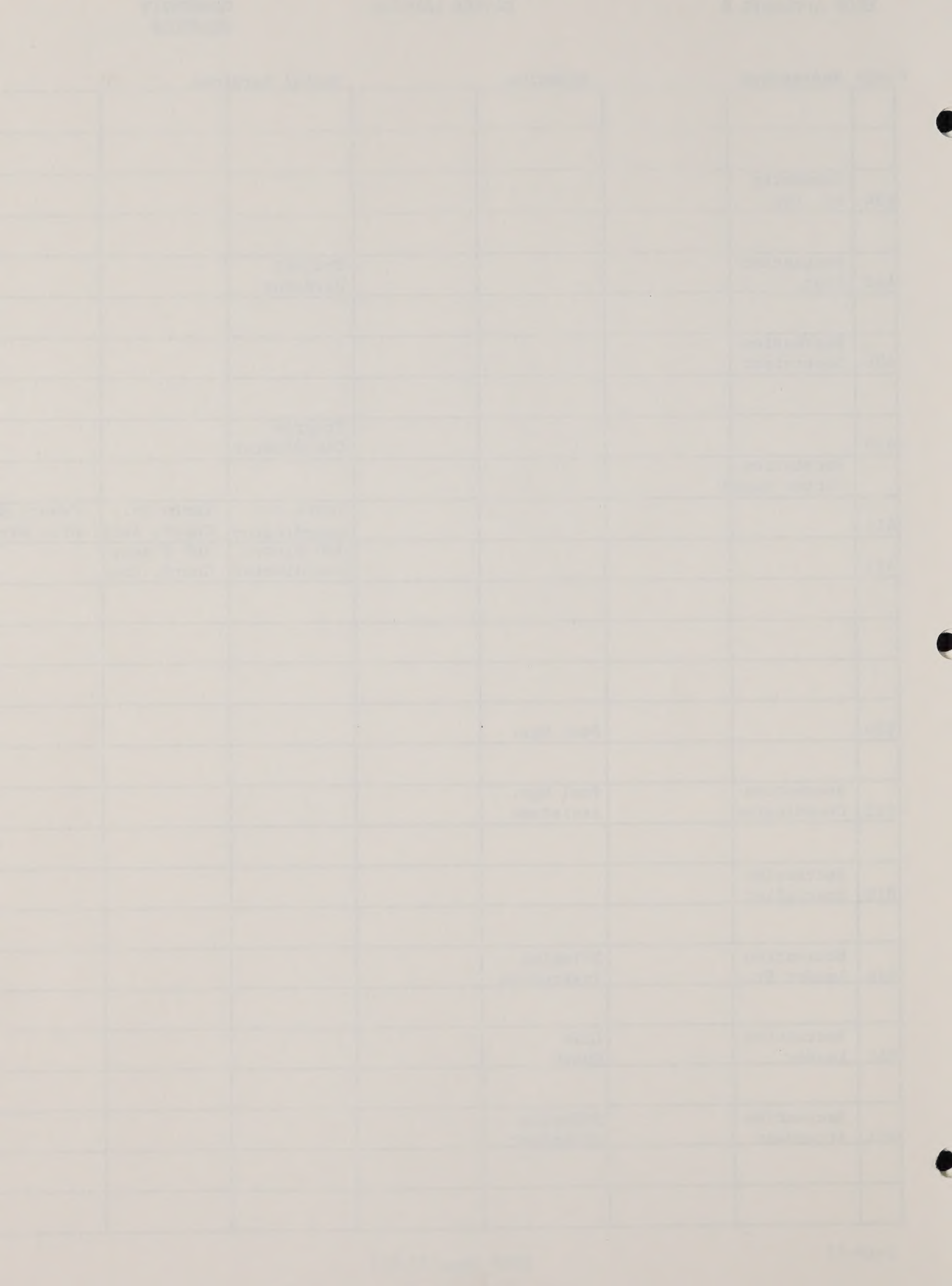
Training/Courses Available:

Supervisor Signature	_____	Date	_____
Department Representative	_____	Date	_____
Personnel Manager	_____	Date	_____

Date and time

Range	Executive	Administrative	Finance
	City Manager		
	City Attorney		
466		Management Sv. Dir.	
460			Finance Director
459	Assistant City Mgr.		
453	Assistant City Attny		
	City Attny Dep.	Gen. Svc. Dir. Personnel Mgr.	
448	City Mgr., Asst. to		
443		Computer Progr/Anal	Finance Dir, Deputy
440		Community Info. Officer	
437		Administrative Analyst	
435		Personnel Analyst	
433		Purchasing Officer	
432			Accountant
430		Storekeeper Buyer	
425			City Trees, Dep., Finance Supervisor
421			Acct. Mach. Oper., Sr.
420			Acct. Mach. Operator
418			Fin. Clk. III
416		Systems Spec.	Fin. Clk. II
415		Research Analyst	
410			Fin. clk. I
945	Law Intern		
916		Administrative Intern	

Range Recreation		Aquatics		Social Services		
454	Community Sv. Dir.					
442	Recreation Supt.			Project Director		
436	Recreation Supervisor					
426				Program Coordinator		
	Recreation Center Suprv.					
415				Youth Sv. Coordinator	Youth Sv. Coord. Asst.	County Sv. Ctr. Wkr
415				Job Place. Coordinator	Job Place. Coord. Asst.	
850		Pool Mgr.				
822	Recreation Coordinator	Pool Mgr. Assistant				
818	Recreation Specialist					
816	Recreation Leader Sr.	Swimming Instructor				
812	Recreation Leader	Life Guard				
801	Recreation Attendant	Swimming Attendant				



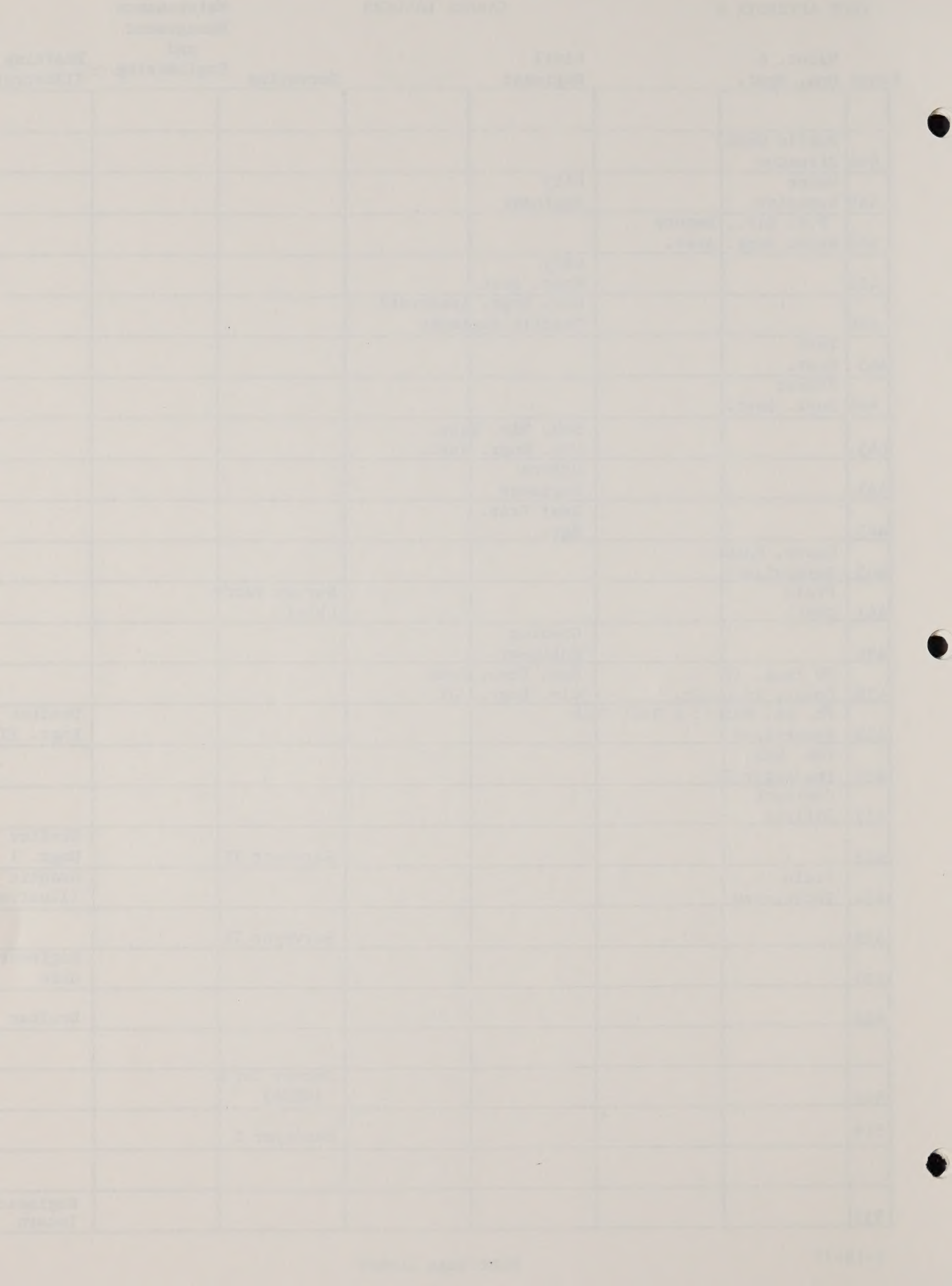
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Range	Librarian			Library Clerical		Audio Visual	
400	SCHEDULE						
	Library						
457	Director						
	Library						
444	Dir, Asst.						
	Librarian III						
439							
436	Lib. II						
432						A-V Spec.	
429	Lib. I						
				Library			
422				Asst., Sr.			
				Library			
418				Asst.			
416							
412						A-V Aide	
				Library			
401				Page			
				Student			
935				Lib. Intern			
				Library			
915				Proctor			
				Student Lib.			
908				Page/Driver			
				Student Lib.			
904				Page			



Range	Maint. & Opn. Mgmt.	Civil Engineer	Surveying			
466	Public Works Director					
459	Water Superint.	City Engineer				
456	P.W. Dir., Deputy Water Supt. Asst.					
453		City Engr. Asst.				
449		Civ. Engr. Associate Traffic Engineer				
445	Park Supt.					
444	Street Supt. Asst.					
443		Sub. Div. Engr. Civ. Engr. Asst.				
443		Office Engineer				
443		Real Prop. Mgr.				
442	Equip. Maint. Supervisor					
441	Field Supt.		Survey Party Chief			
439		Grading Engineer				
438	PW Insp. II Const. Insp. Sr.	Real Prop. Spec. Civ. Engr., Jr.				
435	Pk. Sk. Maint. & Soil Tech Supervisor					Drafter Engr. II
434	Pub. Wks. Inspector I					
433	Contract Officer					
432			Surveyor III			Drafter Engr. I
431	Field Technician					Graphic Illustrator
428			Surveyor II			
427						Engineering Aide
426						Drafter
416			Survey Tech. (CETA)			
519			Surveyor I			
916						Engineering Intern



Range	Insp. & Maint.	Parks	Equip. Operation	Street Trees	Water		
325							
324	Const. Insp. & Soil Tech.						
323	Building Insp. II						
322							
321							
320							
319	Bus Sv. Insp. Bldg. Insp. I	Landscape Inspector			Water Tech.		
	Crew Leader						
318							
317							
316			Equip. Opr. II Streets/Water				
315		Park Skilled Maint. Wkr.	Sweeper Opr. II	Tree trimmer Lead			
314	Maint. Wkr Lead		Sweeper Opr. I		Yard Wkr Water Meter	Wtr. Sv. Wkr, Ld. Repair Wkr.	
313				Tree trimmer	Water Svc. Wkr. II		
					Plant Oper.		
312					Water Svc. Wkr. I		
311	Maint. Wkr. II	Park Maint. Wkr. II	Equip. Opr. I Gang Mower	Opr.			
310							
309	Maint. Wkr. I	Park Maint. Wkr. I		Tree Trimmer Appr.			
308							
307		Park Guard					
306							
305							
304							
303	Maint. Aide (CETA)						
302							
301	Maint. Helper (CETA)						
910		Park Attendant					

Range Crafts

Custodial

Automotive

325							
324							
323							
322							
321							
320							
319							
318					Auto Mech. Night Mech.		
317							
316							
315							
314							
313					Mechanic Park Equip.		
312							
311							
310							
309			Custodian, Lead		Auto. Mech. Helper		
308							
307							
306							
305	Electrician (CETA)				Auto Parts Clerk		
304			Custodian				
303	Painter (CETA)						
302							
301	Painter Helper (CETA)				Auto Service Wkr. (CETA)		



[illegible]



Range

[illegible]



Range	Police Para/Professional	Police Communications	Police Clerical	
178			Police Re- cords Super.	
165				
164	Property Officer			
163				
162		Police Dispatcher		
161				
160		Police Disp Trainee (CETA)		
159	Parking Control Officer		Police Steno Secretary	
158				
157				
156				
155			Police Clk./Clerk II Police Steno	
154				
153				
152			Police Typ. Clerk II	
151				
150			Police Typ. Clerk I	
	Police Cadet II			
	Police Cadet I			
	School/ Cross, Guard		Student Intern	



EEOP Page 11-E-11



EEOC DESCRIPTION OF JOB CATEGORIES

1. Officials and Administrators: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, examiners, wardens, superintendents, sheriffs, police and fire chiefs and inspectors and kindred workers.
2. Professionals: Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dieticians, lawyers, system analysis, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants and kindred workers.
3. Technicians: Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers and operators, draftsmen, surveyors, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), assessors, inspectors, police and fire sergeants and kindred workers.
4. Protective Service Workers: Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers and kindred workers.
5. Paraprofessionals: Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Includes: library assistants, research assistants, medical aides, child support workers, police auxiliary, welfare service aides, recreation assistants, homemakers aides, home health aides, and kindred workers.

THE HISTORY OF THE UNITED STATES

The history of the United States is a story of growth and change. From the first settlers to the present day, the nation has evolved through various stages of development. The early years were marked by exploration and settlement, followed by a period of rapid expansion and industrialization. The American Revolution and the Civil War were pivotal moments in the nation's history, shaping its identity and values. The 20th century brought significant social and political changes, including the rise of the New Deal and the Civil Rights Movement. Today, the United States continues to face new challenges and opportunities, reflecting its ongoing journey as a nation.

The United States has a rich and diverse cultural heritage. The melting pot of different ethnicities and backgrounds has created a unique American identity. The nation's history is filled with stories of courage, sacrifice, and achievement. From the pioneers who crossed the frontier to the astronauts who explored space, the United States has always been a land of opportunity and innovation. The American Dream, the belief that anyone can achieve success through hard work and determination, is a central theme in the nation's history. The United States has played a significant role in world affairs, shaping the course of global events and contributing to the progress of humanity.

The United States is a nation of many firsts. It was the first to declare independence from a colonial power, the first to establish a federal republic, and the first to land a man on the moon. The nation has been a leader in many fields, including science, technology, and the arts. The American Revolution, the Civil War, and the New Deal are just some of the major events that have shaped the nation's history. The United States has a long and proud tradition of freedom and democracy, and it continues to stand for these values around the world. The history of the United States is a testament to the power of the human spirit and the potential of a nation.

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6. Office and Clerical: Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, office machine operators, clerk-typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks and kindred workers.
7. Skilled Craft Workers: Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairmen, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters and kindred workers.
8. Service-Maintenance: Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial personnel, gardeners and groundkeepers, refuse collectors, and construction laborers.

DESIGNATION OF EEOC JOB CATEGORIES FOR CITY OF ORANGE
CLASSIFICATIONS

<u>CLASS TITLE</u>	<u>EEOC JOB CATEGORY CODE</u>
Accountant	2
Accounting Machine Operator	6
Accounting Machine Operator, Sr.	6
Administrative Analyst	2
Administrative Intern	2
Administrative Records Supervisor	6
Administrative Secretary	6
Advance Planning Administrator	2
Audio-Visual Aide	6
Audio-Visual Specialist	3
Auto Mechanic	7
Auto Mechanic Helper	8
Automotive Parts Clerk (CETA II)	8
Automotive Service Worker (CETA)	8
Auxiliary Reserve Officer	5
Building Inspector I	3
Building Inspector II	3
Building Inspector, Sr.	3
Building Services Clerk	6
Business License Clerk	6
Business Services Coordinator	2

CLASSIFICATION OF WORK FOR ESTIMATING THE COST OF CHANGE

CLASS TIME	WORK FOR
1	Accounting
2	Accounting machine operator
3	Accounting machine operator, 2nd shift
4	Administrative Analyst
5	Administrative Intern
6	Administrative Secretary
7	Administrative Secretary, 2nd shift
8	Audio-Visual Aide
9	Audio-Visual Specialist
10	Auto Mechanic
11	Auto Mechanic Helper
12	Automotive Parts Clerk (DET)
13	Automotive Service Worker (DET)
14	Auxiliary Power Station
15	Building Inspector I
16	Building Inspector II
17	Building Inspector, 2nd shift
18	Building Services Worker
19	Business Liaison Clerk
20	Business Services Coordinator

<u>CLASS TITLE</u>	<u>CODE</u>
Business Services Inspector	3
City Attorney	1
City Attorney, Assistant	1
City Attorney, Deputy	2
City Attorney, Secretary to	6
City Clerk, Deputy	1
City Engineer	1
City Engineer, Assistant	2
City Manager	1
City Manager, Assistant	1
City Manager, Assistant to	2
City Manager, Secretary to	6
City Treasurer, Deputy	6
Civil Engineer, Assistant	2
Civil Engineer, Associate	2
Civil Engineer, Junior	2
Clerk, Chief	1
Code Enforcement Officer (CETA)	4
Community Information Officer	2
Community Service Center Worker (CETA)	6
Community Services Director	1
Computer Programmer/Analyst	2
Construction Inspector and Soil Technician	3
Construction Inspector and Soil Technician, Sr.	3

Table 1

Table 2

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<u>CLASS TITLE</u>	<u>CODE</u>
Contract Service Officer	3
Crew Leader	7
Current Planning and Zoning Administrator	2
Custodian	8
Custodian, Lead	8
Drafter	3
Drafter-Engineer I	3
Drafter-Engineer II	3
Duplication/Reproduction Supervisor	7
Electrician (CETA)	7
Engineering Aide	2
Engineering Intern	2
Equipment Maintenance Supervisor	8
Equipment Operator I	7
Equipment Operator II	7
Field Superintendent	2
Field Technician	3
Finance Clerk I	6
Finance Clerk II	6
Finance Clerk III	6
Finance Director	1
Finance Director, Deputy	2
Finance Supervisor	6
Fire Battalion Chief	2

CLASS	DATE
Contract Services Officer	1
Crew Leader	7
Current Planning and Training Administration	8
Guardian	8
Guardian, Lead	8
Inspector	8
Inspector-Engineer I	8
Inspector-Engineer II	8
Inspection/Investigation Supervisor	7
Electrician (Crew)	7
Engineering Aide	8
Engineering Intern	8
Equipment Maintenance Supervisor	8
Equipment Operator I	7
Equipment Operator II	7
Field Supervisor	8
Field Technician	8
Finance Clerk I	8
Finance Clerk II	8
Finance Clerk III	8
Finance Director	1
Finance Director, Deputy	8
Finance Supervisor	8
Fire Protection Chief	8

<u>CLASS TITLE</u>	<u>CODE</u>
Fire Cadet	5
Fire Captain	2
Fire Chief	1
Fire Chief, Assistant	1
Fire Dispatcher	4
Fire Engineer	4
Fire Master Mechanic	7
Fire Mechanic	7
Fire Mechanic Helper (CETA)	7
Firefighter	4
Gang Mower Operator	7
General Services Director	1
Grading Engineer	2
Graphic Illustrator	3
Industrial Engineer, Jr.	2
Intermediate Clerk	6
Job Placement Coordinator (CETA VI)	6
Job Placement Coordinator Assistant (CETA II)	6
Landscape Inspector	8
Law Intern	2
Legal Assistant	2
Legal Stenographer	6
Librarian I	2
Librarian II	2
Librarian III	2

Class Title	Class
First Aid	1
First Aid	2
First Aid	3
First Aid, Advanced	4
First Aid	5
First Aid	6
First Aid	7
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EEOP APPENDIX G

<u>CLASS TITLE</u>	<u>CODE</u>
Library Assistant	5
Library Assistant, Sr.	5
Library Director	1
Library Director, Assistant	2
Library Page	6
Library Proctor	6
Lifeguard	4
Maintenance Aide (CETA)	8
Maintenance Helper (CETA)	8
Maintenance Worker I	8
Maintenance Worker II	8
Maintenance Worker, General	8
Maintenance Worker, Lead	8
Management Services Director	1
MCST Operator	6
Mechanic Park Equipment	7
Minute Clerk	6
Multilith Helper (CETA)	6
Multilith Operator	6
Night Mechanic	7
Office Engineer	2
Painter (CETA)	7
Painter Helper (CETA)	8
Park Attendant	8
Park Guard	4

Page	Chapter Title
1	Library Assistant
2	Library Assistant, Sr.
3	Library Director
4	Library Director, Assistant
5	Library Page
6	Library Supervisor
7	Librarian
8	Administrative Aide (CETA)
9	Administrative Helper (CETA)
10	Administrative Worker I
11	Administrative Worker II
12	Administrative Worker, General
13	Administrative Worker, Lead
14	Management Services Director
15	Mail Operator
16	Mechanical Work Equipment
17	Mobile Clerk
18	Multilingual Helper (CETA)
19	Multilingual Operator
20	Night Mechanic
21	Office Employee
22	Painter (CETA)
23	Painter Helper (CETA)
24	Port Attendant
25	Port Guard

<u>CLASS TITLE</u>	<u>CODE</u>
Park Maintenance Worker I	8
Park Maintenance Worker II	8
Park Skilled Maintenance Supervisor	7
Park Skilled Maintenance Worker	7
Park Superintendent	1
Parking Control Officer	4
Personnel Analyst	2
Personnel Assistant	5
Personnel Clerk	6
Personnel Manager	1
Plan Check and Inspection Administrator	2
Plan Checker Coordinator	2
Planner, Assistant I	2
Planner, Assistant II	2
Planner, Associate	2
Planning Development and Services Director	1
Plant Operator	8
Police Cadet I	5
Police Cadet II	5
Police Captain	2
Police Chief	1
Police Clerk	6
Police Dispatcher	4
Police Dispatcher Trainee (CETA)	4
Police Lieutenant	2

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<u>CLASS TITLE</u>	<u>CODE</u>
Police Officer I	4
Police Officer II	4
Police Records Supervisor	6
Police Sergeant	3
Police Steno-Clerk II	6
Police Steno-Secretary	6
Police Typist-Clerk I	6
Police Typist-Clerk II	6
Pool Manager	4
Pool Manager, Assistant	4
Program Coordinator (Help CTR)	2
Project Director	2
Property Officer	6
Public Works Director	1
Public Works Director, Deputy	1
Public Works Inspector I	3
Public Works Inspector II	3
Purchasing Officer	6
Records Clerk, Senior	6
Recreation Attendant	8
Recreation Center Supervisor	2
Recreation Coordinator	8
Recreation Leader	8
Recreation Leader, Sr.	8
Recreation Specialist	8

<u>CLASS TITLE</u>	<u>CODE</u>
Recreation Superintendent	2
Recreation Supervisor	8
Real Property Manager	2
Real Property Specialist	2
Research Analyst (CETA)	2
Right-of-Way Secretary	6
School Crossing Guard	4
Secretary II	6
Steno-Clerk I	6
Steno-Clerk II	6
Steno-Secretary	6
Storekeeper-Buyer	6
Street Superintendent, Assistant	1
Student Intern	6
Student Library Intern	6
Student Library Page	6
Student Library Page/Driver	6
Subdivision Engineer	2
Supervisor	7
Survey Party Chief	3
Survey Technician (CETA)	3
Surveyor I	3
Surveyor II	3
Surveyor III	3

Class Title	Units
Introduction to Psychology	3
Developmental Psychology	3
Health Psychology	3
Health Psychology Laboratory	1
Research Methods (PSY)	3
Statistics I	3
Statistics II	3
Health-Related I	3
Health-Related II	3
Health-Related III	3
Health-Related IV	3
Health-Related V	3
Health-Related VI	3
Health-Related VII	3
Health-Related VIII	3
Health-Related IX	3
Health-Related X	3
Health-Related XI	3
Health-Related XII	3
Health-Related XIII	3
Health-Related XIV	3
Health-Related XV	3
Health-Related XVI	3
Health-Related XVII	3
Health-Related XVIII	3
Health-Related XIX	3
Health-Related XX	3

<u>CLASS TITLE</u>	<u>CODE</u>
Sweeper Operator I	8
Sweeper Operator II	8
Swimming Attendant	8
Swimming Instructor	8
Systems Specialist (CETA II)	2
Technician (CETA)	7
Traffic Engineer	2
Tree Trimmer	7
Tree Trimmer Apprentice	7
Tree Trimmer, Lead	7
Typist-Clerk I	6
Typist-Clerk II	6
Warehouse Clerk (CETA)	7
Water Meter Repair Worker	8
Water Service Lead Worker	8
Water Service Worker I	7
Water Service Worker II	7
Water Superintendent	1
Water Superintendent, Assistant	1
Water Technician	7
Yardworker	8
Youth Program Coordinator	6
Youth Services Coordinator (CETA)	6
Youth Services Coordinator, Assistant (CETA)	6

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BID INSTRUCTIONS AND CONDITIONS FOR AFFIRMATIVE ACTION

##. Affirmative Action Plan for Equal Employment Opportunities. The following provisions pertaining to equal employment opportunity are incorporated into this contract. All references herein to "contractor/vendor" shall be deemed to refer to the "prime" or "general" contractor/vendor, and all commodity vendors. In connection with performance of work under this contract, the contractor/vendor agrees as follows:

(a) The contractor/vendor will not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, creed, national origin, age, marital status, *medical condition, or *physical handicap (*as defined in the Fair Employment Practices Act of California). The contractor/vendor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, sex, religion, ancestry, creed, national origin, age, marital status, *medical condition, or *physical handicap (*as defined in the Fair Employment Practices Act of California). Such action shall include, but not be limited to, the following: employment, upgrading, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship where applicable.

(b) In all advertisements for labor or other personnel, or requests for employment of any nature, the contractor/vendor shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, creed, national origin, age, ancestry, marital status, *medical condition, or *physical condition (*as defined in the Fair Employment Practices Act of California).

(c) In all hiring, the contractor/vendor shall make every effort to hire qualified workers from all races and ethnic groups.

(d) The contractor/vendor shall be responsible for the compilation of records of the ethnic distribution of the entire project work force indicating the ethnic distribution of man-days of work within the various crafts and trades.

(e) The contractor/vendor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the awarding authority, advising the said labor union or workers' representative of the contractor's/vendor's commitments under this section.

(f) The contractor/vendor shall maintain and permit access by the awarding authority to records of employment, employment advertisements, application forms and other pertinent data and records of his own work force and that of the various subcontractors on the project for the purpose of investigation to ascertain compliance with the Equal Opportunity section of this contract.

THE INSTRUCTIONS AND REGULATIONS FOR THE EMPLOYMENT OF

1. The purpose of these instructions is to provide a clear and concise statement of the policy and procedures for the employment of the various types of personnel who are employed by the various departments of the organization. It is intended that these instructions will be read and understood by all personnel who are employed by the organization and will serve as a guide for their conduct and actions.

2. The instructions are divided into two main parts. The first part contains the general principles and policies which govern the employment of personnel. The second part contains the specific regulations and procedures which apply to the various types of personnel who are employed by the organization. These regulations and procedures are designed to ensure that all personnel are treated fairly and equitably and that the organization's interests are protected.

3. It is the policy of the organization that all personnel who are employed by the organization shall be treated fairly and equitably. No personnel shall be discriminated against on the basis of race, color, sex, age, religion, or national origin. All personnel shall be given the opportunity to be heard in their own defense before any disciplinary action is taken against them.

4. It is the policy of the organization that all personnel who are employed by the organization shall be held accountable for their actions. Any personnel who violate the organization's policies or procedures shall be subject to disciplinary action.

5. The organization reserves the right to modify or amend these instructions at any time without notice. It is the responsibility of all personnel to keep themselves informed of the current version of these instructions.

6. The organization reserves the right to terminate the employment of any personnel who are found to be in violation of these instructions. The organization also reserves the right to suspend any personnel who are found to be in violation of these instructions.

7. The organization reserves the right to require any personnel who are employed by the organization to sign a statement of understanding of these instructions. The organization also reserves the right to require any personnel who are employed by the organization to sign a statement of acknowledgment of these instructions.

(g) If the awarding authority has reason to believe that a contractor/vendor or subcontractor may have committed a violation of the Equal Employment Opportunity section of this contract or of the California Fair Employment Practice Act or any applicable Federal law concerning equal employment practices on this project, the awarding authority will cause written notice to be served on the contractor/vendor or his representative, and to any subcontractor involved in such violation. Upon the awarding authority's request, the contractor/vendor shall meet with representatives of the awarding authority in order to determine the means of correcting the violation and the time period within which the violation shall be corrected. If within ten (10) days the contractor/vendor or subcontractor has failed or refused to remedy the violation, the awarding authority may notify the Fair Employment Practices Commission and pursue any other remedies which may be available under the law.

(h) The contractor/vendor shall include the provisions of the foregoing paragraphs (a) through (g) in every first tier subcontract and require each subcontractor to bind each further subcontractor with whom he has a contract to such provisions, so that such provisions will be binding upon each subcontractor who performs any of the work required by this contract.

CERTIFICATE OF COMPLIANCE
WITH
AFFIRMATIVE ACTION PROGRAM

I hereby certify that _____ will comply
(name of contractor/vendor)
with provisions of the Affirmative Action Program as set forth in the Bid Instructions and Conditions, Section ##, paragraphs (a) through (h); Title VII of the Civil Rights Act of 1964; the California Fair Employment Practice Act; and any other applicable Federal and State laws and regulations relating to equal employment opportunity, including laws and regulations hereinafter enacted.

I agree to comply in good faith with requirements as set forth in the Bid Instructions and Conditions, Section ##, paragraphs (a) through (h), as part of my contractual obligation.

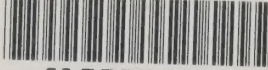
Date: _____

Signature

Title

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